

Trust

Alaska Mental Health Trust Authority

REQUEST FOR PROPOSALS PROPOSAL DEVELOPMENT

RFP 23-006M

ISSUED MAY 17, 2022

GRANT PROPOSAL RESEARCH, PLANNING AND DEVELOPMENT ASSISTANCE

ISSUED BY:

DEPARTMENT OF REVENUE
ALASKA MENTAL HEALTH TRUST AUTHORITY

PRIMARY CONTACT:

VALETTE KELLER
PROCUREMENT OFFICER
VALETTE.KELLER@ALASKA.GOV
907.269.6039

OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

IMPORTANT NOTICE: IF YOU RECEIVED THIS SOLICITATION FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEB SITE, YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT TO RECEIVE NOTIFICATION OF SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

TABLE OF CONTENTS

SECTION 1. INTRODUCTION & INSTRUCTIONS.....	3
SEC. 1.01 PURPOSE OF THE RFP.....	3
SEC. 1.02 BUDGET	4
SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS	4
SEC. 1.04 PRIOR EXPERIENCE	4
SEC. 1.05 REQUIRED REVIEW	4
SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS.....	4
SEC. 1.07 RETURN INSTRUCTIONS.....	4
SEC. 1.08 ASSISTANCE TO OFFERORS WITH A DISABILITY	5
SEC. 1.09 AMENDMENTS TO PROPOSALS	5
SEC. 1.10 AMENDMENTS TO THE RFP	5
SEC. 1.11 RFP SCHEDULE.....	6
SEC. 1.12 PRE-PROPOSAL CONFERENCE	6
SEC. 1.13 ALTERNATE PROPOSALS	6
SEC. 1.14 NEWS RELEASES.....	7
SECTION 2. BACKGROUND INFORMATION	7
SEC. 2.01 BACKGROUND INFORMATION	7
SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION.....	8
SEC. 3.01 SCOPE OF WORK.....	8
SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE	10
SEC. 3.03 DELIVERABLES	10
SEC. 3.04 CONTRACT TYPE	11
SEC. 3.05 PROPOSED PAYMENT PROCEDURES	11
SEC. 3.06 PROMPT PAYMENT FOR TRUST PURCHASES	11
SEC. 3.07 CONTRACT PAYMENT.....	11
SEC. 3.08 LOCATION OF WORK.....	11
SEC. 3.09 SUBCONTRACTORS.....	12
SEC. 3.10 JOINT VENTURES.....	12
SEC. 3.11 CONTRACT PERSONNEL	12
SEC. 3.12 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES	12
SEC. 3.13 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS.....	13
SEC. 3.14 NONDISCLOSURE AND CONFIDENTIALITY	13
SEC. 3.15 INDEMNIFICATION	14
SEC. 3.16 INSURANCE REQUIREMENTS	14
SEC. 3.17 TERMINATION FOR DEFAULT	15
SECTION 4. PROPOSAL FORMAT AND CONTENT	15
SEC. 4.01 RFP SUBMITTAL FORMS.....	15
SEC. 4.02 SPECIAL FORMATTING REQUIREMENTS	15
SEC. 4.03 OFFEROR INFORMATION AND CERTIFICATIONS (SUBMITTAL FORM A)	16
SEC. 4.04 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B)	16
SEC. 4.05 UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C)	17
SEC. 4.06 METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D)	17
SEC. 4.07 MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM E).....	17
SEC. 4.08 SUBCONTRACTORS (SUBMITTAL FORM F)	17
SEC. 4.09 COST PROPOSAL (SUBMITTAL FORM G)	18
SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION	18

SEC. 5.01	SUMMARY OF EVALUATION PROCESS.....	18
SEC. 5.02	EVALUATION CRITERIA	18
SEC. 5.03	SCORING METHOD AND CALCULATION	19
SEC. 5.04	EXPERIENCE AND QUALIFICATIONS	20
SEC. 5.05	UNDERSTANDING OF THE PROJECT	20
SEC. 5.06	METHODOLOGY USED FOR THE PROJECT	20
SEC. 5.07	MANAGEMENT PLAN FOR THE PROJECT.....	21
SEC. 5.08	CONTRACT COST (COST PROPOSAL).....	21
SEC. 5.09	APPLICATION OF PREFERENCES	22
SEC. 5.10	ALASKA BIDDER PREFERENCE.....	22
SEC. 5.11	ALASKA VETERAN PREFERENCE	23
SEC. 5.12	ALASKA OFFEROR PREFERENCE	23
SEC. 5.13	OFFEROR NOTIFICATION OF SELECTION	24
SECTION 6.	GENERAL PROCESS AND LEGAL INFORMATION.....	24
SEC. 6.01	INFORMAL DEBRIEFING	24
SEC. 6.02	ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES.....	24
SEC. 6.03	STANDARD CONTRACT PROVISIONS	25
SEC. 6.04	QUALIFIED OFFERORS	25
SEC. 6.05	PROPOSAL AS PART OF THE CONTRACT.....	25
SEC. 6.06	ADDITIONAL TERMS AND CONDITIONS	26
SEC. 6.07	HUMAN TRAFFICKING	26
SEC. 6.08	RIGHT OF REJECTION	26
SEC. 6.09	TRUST NOT RESPONSIBLE FOR PREPARATION COSTS	26
SEC. 6.10	DISCLOSURE OF PROPOSAL CONTENTS	27
SEC. 6.11	ASSIGNMENT	27
SEC. 6.12	DISPUTES	27
SEC. 6.13	SEVERABILITY	27
SEC. 6.14	SUPPLEMENTAL TERMS AND CONDITIONS.....	27
SEC. 6.15	SOLICITATION ADVERTISING	27
SEC. 6.16	SITE INSPECTION	27
SEC. 6.17	CLARIFICATION OF OFFERS	28
SEC. 6.18	DISCUSSIONS WITH OFFERORS.....	28
SEC. 6.19	CONTRACT NEGOTIATION	28
SEC. 6.20	FAILURE TO NEGOTIATE.....	28
SEC. 6.21	FEDERALLY IMPOSED TARIFFS	29
SEC. 6.22	PROTEST	29
SECTION 7.	ATTACHMENTS.....	30
SEC. 7.01	ATTACHMENTS.....	30

SECTION 1. INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The Alaska Mental Health Trust Authority (the Trust), is soliciting proposals from interested firms to research grant opportunities, assist with proposal planning and development, provide technical assistance for preparation of grant proposals, and provide grant writing training for provider agencies related to the Trust's mission.

SEC. 1.02 BUDGET

The Trust estimates a budget of \$200,000 for each year of this contract. Proposed hourly rates above \$150 will be considered non-responsive.

Payment for the contract is subject to funds already appropriated and identified.

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than 1:30 P.M. prevailing Alaska Time on June 7, 2022. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

SEC. 1.04 PRIOR EXPERIENCE

in sectors that are relevant to improving
outcomes for Trust beneficiaries

In order for offers to be considered responsive offerors must have at least five (5) years of experience researching and assisting with the organization, timelines, and general development of grant proposals ~~in similar areas~~.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective proposal and exposure of offeror's proposals upon which award could not be made.

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

SEC. 1.07 RETURN INSTRUCTIONS

Offerors must submit one copy of their proposal through one of the following methods. The Trust recommends sending a proposal enough ahead of time to ensure the proposal is delivered by the deadline for receipt of proposals. Faxed or oral proposals will not be accepted.

It is the offeror's responsibility to contact the issuing agency at 907-269-7960 to confirm that the proposal has been received. The Trust is not responsible for unreadable, corrupt, or missing attachments.

Method 1: Submission by mail or courier

The proposal must be submitted as a hard copy in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The package must include a USB thumb drive with a digital copy of their proposal in PDF format. The digital cost proposal included with the package must be a separate document from the rest of the proposal and must be clearly identified

The sealed proposal package(s) must be addressed as follows:

Alaska Mental Health Trust Authority
Attention: Valette Keller
Request for Proposal (RFP) Number: 23-006M

RFP Title: Proposal Development

3745 Community Park Loop Suite 200
Anchorage, AK 99508

Method 2: Submission by email

The proposal must be submitted as a digital copy in PDF format to deborah.delong@alaska.gov. The email must contain the RFP number in the subject line. The technical proposal and cost proposal must be saved as separate PDF documents and emailed as separate, clearly labeled attachments, such as “Vendor A – Technical Proposal.pdf” and “Vendor A – Cost Proposal.pdf”. You must not email (including CC and BCC) the proposal to any State employee or email address other than instructed above.

Please note that email transmission is not instantaneous, and the maximum size of a single email (including all text and attachments) that can be received by the Trust is 20mb (megabytes).

Method 3: Submission by Alaska ZendTo

Offerors must submit one digital copy of their proposal in PDF format to deborah.delong@alaska.gov via Alaska ZendTo, <https://drop.state.ak.us>. The cost proposal included with the package must be a separate document from the rest of the proposal and must be clearly identified. The technical proposal and cost proposal must be submitted as separate, clearly labeled PDF documents. Offerors must include the RFP number and title in the ZendTo note. You must not include any State employee or email address in the ZendTo form other than instructed above.

SEC. 1.08 ASSISTANCE TO OFFERORS WITH A DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

SEC. 1.09 AMENDMENTS TO PROPOSALS

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the Trust’s request in accordance with 2 AAC 12.290.

SEC. 1.10 AMENDMENTS TO THE RFP

If an amendment is issued before the deadline for receipt of proposals, it will be provided to all who were notified of the RFP and to those who have registered with the procurement officer after receiving the RFP from the State of Alaska Online Public Notice website.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time

established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

SEC. 1.11 RFP SCHEDULE

The RFP schedule set out herein represents the Trust's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

ACTIVITY	TIME	DATE
Issue Date / RFP Released		5/17/22
Pre-Proposal Conference	10:30 A.M.	5/24/22
Deadline for Receipt of Proposals / Proposal Due Date	1:30 P.M.	6/7/22
Proposal Evaluations Complete		6/9/22
Notice of Intent to Award		6/10/22
Contract Issued		6/21/22

This RFP does not, by itself, obligate the Trust. The Trust's obligation will commence when the contract is approved by the Trust. Upon written notice to the contractor, the Trust may set a different starting date for the contract. The Trust will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the Trust.

SEC. 1.12 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at 10:30 A.M, Alaska Time, on May 24, 2022 via Zoom. The purpose of the conference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP. Questions and answers will be transcribed and sent to prospective offerors as soon as possible after the meeting.

Offerors needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made. Participants may dial into the meeting using the following number:

<https://us02web.zoom.us/j/87080989502?pwd=kKxaJ5FIW0a7HqAmHaEfaisiz8AIDP.1>

Meeting ID: 870 8098 9502

Passcode: Trust

Or join via phone: 1-346-248-7799

Meeting ID: 870 8098 9502

Passcode: 915912

SEC. 1.13 ALTERNATE PROPOSALS

Offerors may only submit one proposal for evaluation. In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

SEC. 1.14 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project director.

SECTION 2. BACKGROUND INFORMATION

SEC. 2.01 BACKGROUND INFORMATION

The Trust was created by Congress before statehood. The state breached its trust duty by mismanaging the land. The settlement of the resulting Mental Health Lands Trust lawsuit in 1994 created a Trust Authority consisting of seven Trustees. The Trust was reconstituted with \$200 million and nearly 1,000,000 acres of land. The Trust Authority contracts with the Alaska Permanent Fund Corporation to manage the \$200 million and the Trust Land Office in the Department of Natural Resources to manage the land. The beneficiaries include Alaskans who experience:

- mental illness;
- development disabilities;
- chronic alcoholism;
- Alzheimer's disease or related dementia;
- Brain injury.

The Trustees are charged with overseeing the management of Trust assets as well as spending trust income to improve the lives of beneficiaries.

The Trust works with many organizations that provide social services and other benefits to beneficiaries: non-profit, tribal and governmental. The settings and structure of the organizations receiving assistance under this contract are greatly varied. The organizations do not always have the available resources to research the grant opportunities that exist and/or to set aside the needed time to dedicate staff to the preparation and development of a funding proposal. This contract is used as a resource for such organizations to allow for a focused workflow and assistance in structuring an application process. The organizations receiving assistance must have adequate resources to perform the writing of the material content of the proposal and to provide this to the contractor in a timely manner. This contract will assist organizations who would otherwise not be able to apply for funds to receive assistance in structuring a competitive application.

Additionally, the Trust has a role to provide assistance and to be a catalyst for change within the local and state governmental systems that oversee social service networks. This contract may address technical assistance and development assistance to other state agencies who would like to respond to grant opportunities that will improve social services but may not have available staff resources to do so independently.

The Trust has 4 focus areas and 3 priority areas that will be the primary focus of proposal development and grant-writing training activities:

Trust Focus Areas:

- Disability Justice
- Mental Health & Addiction Intervention

- Beneficiary Employment and Engagement
- Housing and Home & Community Based Services

Other Trust Priorities:

- Behavioral Health Crisis Response (Crisis Now)
- Workforce Development
- Early Childhood Intervention & Prevention

The Trust is also guided by Alaska's Comprehensive Integrated Mental Health Program Plan, developed collaboratively with state and community partners to set a strategic vision for Alaska's mental health continuum of care. Proposals prioritized for development may also fall within the scope of the goals and objectives of this plan, including projects related to prevention, early intervention, and systems integration and reform.

The Trust works with a variety of organizations, including nonprofit, tribal, local and state government, to help increase the quality of life for our beneficiaries. Many competitive grants being offered go unnoticed by the organizations who aid the beneficiaries. Additionally, organizations may not be adequately prepared to respond timely to funding opportunities. Organizations sometimes require a guided process to adequately articulate programmatic functioning in funding proposal framework language and to identify all components necessary for successful proposal development (i.e. outcomes and data information, analytical design of program, programmatic model, etc.).

The Trust uses this contract resource to provide programmatic and strategic guidance, as appropriate, to the receiving entity to ensure competitive submissions of proposals that build on Trust supported initiatives to advance and/or enhance systems, services and opportunities in communities across the state to serve Trust beneficiaries. The Trust relies in part on this contract resource to build on established partnerships and in-depth knowledge of Alaska's comprehensive systems of care serving beneficiaries, current state initiatives and reforms underway and how best to leverage concurrent investments, strategies and funding opportunities to further the capacity and competence of our systems to provide the highest quality of care for Trust beneficiaries and their families.

SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

SEC. 3.01 SCOPE OF WORK

The Trust is soliciting proposals from interested firms to research grant opportunities, assist with proposal planning and development, and provide technical assistance for preparation of grant proposals related to the Trust's mission.

The contractor will work closely with the Trust to:

1. Assess the “right fit” of an opportunity for each interested organization or entity. This may include performing a scan of organizations statewide that might be a good fit for an identified funding opportunity.
2. Offer proposal development assistance which may include strategic planning with the receiving entity and the Trust, as appropriate, to create competitive grant applications that are exceptionally responsive to the intent of the funding opportunity.
3. Offer technical assistance to prepare organizations for future funding opportunities and strategically organize around community or agency priorities with future funding potential.
4. Review implementation plans post-grant award.
5. Prepare and offer grant writing training/workshops at least twice annually for Trust partner agency participants to develop internal grant writing capacity relevant to general State of Alaska and federal grant funding processes and evaluation criteria. Specific examples of grant funding opportunities may be examined during the training/workshop though the objective of the training is to increase agency capacity through grant writing training rather than direct proposal development.

The matching of organizations with grant opportunities may happen in a variety of ways. Trust staff may note an organization would be a good match for a grant opportunity, or organizations could initiate awareness of grant opportunities to the Trust from their own activities. The Trust will decide which organizations will be provided assistance under this contract through written approval from the project director. The amount of assistance will be agreed to in writing and will differ with each organization/situation.

The contractor will:

- Research federal registry and other locations weekly for grant funding opportunities.
- Advise the Trust about the availability of grant funding opportunities related to Trust initiatives and develop a calendar of repeating grant opportunities from major funders, including state and federal programs and distribute to the Trust bi-weekly.
- Provide prompt notification of high priority grant opportunities to Trust that fall outside of the bi-weekly grant opportunity scans.
- Work in partnership with applicant to coordinate proposal development.
- Provide a scope of work with project cost to include activities, estimated hours and total cost submitted for approval and agreed to by project partners, approved by program director prior to initiating work.
- Provide strategic pre-development and conceptual planning in partnership with applicant or community to build upon concurrent Trust supported or state supported initiatives and/or to better position the organization for future anticipated funding opportunities.
- Facilitate partnerships between entities collaborating on the proposal as appropriate and assist in facilitating memorandums of understanding and commitment between entities to fulfill grant requirements.
- Articulate project goals: may include facilitating the development of a logic model or other outcomes framework such as Results Based Accountability.
- Conduct professional and technical editing of the proposal drafted by organization staff, including project budget.
- Gather background documents from the applicant per the requirements of the grant.
- Facilitate/communicate questions to grant administrator organization as appropriate.
- Compile application components with applicant’s assistance and ensure formatting is appropriate.
- Final review to ensure application meets all requirements of funding opportunity.

- Provide proposal submission assistance or prepare final document timely for applicant entity to submit directly.

At the beginning of initiating contractual support to a recipient, the applicant entity, the contractor and Trust will agree upon the scope of work/assistance, delegation and assignment of responsibilities and deliverables and key timelines/due dates. The contractor is expected to meet the agreed upon communication frequency to keep the applicant agency teams informed, to ensure the contractor is progressing on items and to identify any adjustment in timelines, roles and responsibilities to ensure a successful, timely and quality proposal submission.

It should be noted that while some funding opportunities are calendared and predictable, some are not and may require intensive effort with the applicant within condensed time periods to meet grant submission deadlines. The contractor will maintain a schedule of communication with the Trust around projects under this contract and will provide a summary of the current activities and the billing information associated with each task.

SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE

2023

The length of the contract will be from the date of award, approximately July 1, 2022, to June 30, 2022. This contract includes four (4) 1-year renewal options to be exercised at the sole discretion of the Trust.

Unless otherwise provided in this RFP, the Trust and the successful offeror/contractor agree: (1) that any extension of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) the procurement officer will provide notice to the contractor of the intent to cancel such month-to-month extension at least 30 days before the desired date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

SEC. 3.03 DELIVERABLES

The contractor will be required to provide the following deliverables:

Research

1. Bi-weekly list of all available grant opportunities submitted via email.
2. Provide prompt notification of grant opportunities that are a high priority for the Trust.

Proposal Development and Pre-Proposal Development

1. Maintain a list of organizations currently receiving technical assistance by the contractor to pursue funding opportunities.
2. Meet regularly with Trust staff as specified and provide written updates on each project, including:
 - project title
 - applicant agency name
 - funder and estimated requested budget
 - projected scope of work including cost of project
 - proposal due date
 - timeline showing important benchmark dates, running total of funds used and percentage of projection completion
 - Signed Trust agreement with applicant agency (developed by contractor)
3. Quarterly project outcome summary spreadsheet which includes:

- The receiving entity
 - The grant opportunity, funder and amount
 - The estimated cost for completed support
 - Outcome (awarded/not awarded)
4. Copies of final submitted grant applications or pre-development plans to project director.
 5. A satisfaction survey developed by the contractor to be completed by the receiving agency about assistance received through the Trust contract will be submitted directly to the Trust contract manager.

Grant Writing Training/Workshops

1. Copies of training/workshop agenda or curriculum submitted to and approved by project director for approval in advance of event. Target audience members are Trust partner agency staff who may engage in grant writing on behalf of the agency. Training topics will focus on State of Alaska and federal competitive funding opportunities aligned with Trust beneficiary interests.
2. Roster of training participants submitted to project director.
3. A satisfaction survey developed by the contractor to be completed by the receiving agency about training received through the Trust contract will be submitted directly to the Trust project director.

SEC. 3.04 CONTRACT TYPE

This contract is a firm fixed labor price contract.

SEC. 3.05 PROPOSED PAYMENT PROCEDURES

The Trust will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

SEC. 3.06 PROMPT PAYMENT FOR TRUST PURCHASES

The Trust is eligible to receive a 5% discount for all invoices paid within 15 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The Trust shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

SEC. 3.07 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Trust. Under no conditions will the Trust be liable for the payment of any interest charges associated with the cost of the contract. The Trust is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

Any single contract payment of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

SEC. 3.08 LOCATION OF WORK

The location the work is to be performed, completed, and managed is at the contractor's own workplace. The Trust will not provide workspace for the contractor. The contractor must provide its own workspace.

The contractor may be required to convene in person trainings, workshops, or meetings in rural and urban Alaskan communities. Travel may be requested, however, the Trust encourages the use of virtual meeting platforms as much as feasible.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the Trust to reject the proposal as non-responsive or cancel the contract.

SEC. 3.09 SUBCONTRACTORS

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must complete the Submittal Form identified in Section 4.02 of this RFP.

An offeror's failure to provide this information with their proposal may cause the Trust to consider their proposal non-responsive and reject it.

Subcontractor experience shall be considered in determining whether the offeror meets the requirements set forth in Sec. 1.04 Prior Experience.

If a proposal with subcontractors is selected, the Trust may require a signed written statement from each subcontractor that clearly verifies the subcontractor is committed to provide the good or services required by the contract.

The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director or procurement officer.

Note that if the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.

SEC. 3.10 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 3.11 CONTRACT PERSONNEL

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director or procurement officer. Changes that are not approved by the Trust may be grounds for the Trust to terminate the contract.

SEC. 3.12 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The Trust may employ all reasonable means to ensure that the

work is progressing and being performed in compliance with the contract. The project director or procurement officer may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the Trust to terminate the contract. In this event, the Trust may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

SEC. 3.13 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured any required Trust approvals necessary for the amendment and issued a written contract amendment, approved by the Trust.

SEC. 3.14 NONDISCLOSURE AND CONFIDENTIALITY

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the Trust in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the Trust or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the Trust to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the Trust with written notice of the requested disclosure (to the extent such notice to the Trust is permitted by applicable law) and giving the Trust opportunity to review the request. If the contractor receives no objection from the Trust, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the Trust within a reasonable time

after the contractor's receipt of notice of the requested disclosure and, upon request of the Trust, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

SEC. 3.15 INDEMNIFICATION

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

SEC. 3.16 INSURANCE REQUIREMENTS

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the Trust shall be entitled to coverage to the extent of such higher limits.

Certificates of Insurance must be furnished to the procurement officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

Commercial Automobile Liability Insurance: covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

SEC. 3.17 TERMINATION FOR DEFAULT

If the project director or procurement officer determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the Trust may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the Trust's termination rights under the contract provisions of Appendix A, attached in SECTION 7. ATTACHMENTS.

SECTION 4. PROPOSAL FORMAT AND CONTENT

SEC. 4.01 RFP SUBMITTAL FORMS

This RFP contains Submittal Forms, which must be completed by the offeror and submitted as their proposal. Electronic copies of the forms are posted along with this RFP. Offerors shall not re-create these forms, create their own forms, or edit the format structure of the forms unless permitted to do so.

Unless otherwise specified in this RFP, the Submittal Forms shall be the offeror's entire proposal. Do not include any marketing information in the proposal.

Any proposal that does not follow these requirements may be deemed non-responsive and rejected.

SEC. 4.02 SPECIAL FORMATTING REQUIREMENTS

The offeror must ensure that their proposal meets all special formatting requirements identified in this section.

Documents and Text: All attachment documents must be written in the English language, be single sided, and be single spaced with a minimum font size of 10. Pictures or graphics may be used if the offeror feels it is necessary to communicate their information, however, be aware of the page limit requirements.

Anonymity: Some Submittal Forms listed below must not contain any names that can be used to identify who the offeror is (such as company names, offeror name, company letterhead, personnel names, project names, subconsultant names, manufacturer or supplier names, or product names).

Page Limits: Some Submittal Forms listed below have maximum page limit requirements. Offerors must not exceed the maximum page limits. Note, the page limit applies to the front side of a page only (for example, '1 Page' implies that the offeror can only provide a response on one side of a piece of paper).

Submittal Form	Anonymous Document	Maximum Page Limits
Submittal Form A – Offeror Information and Certifications		
Submittal Form B – Experience and Qualifications	YES	5
Submittal Form C – Understanding of the Project	YES	5
Submittal Form D – Methodology Used for the Project	YES	5
Submittal Form E – Management Plan for the Project	YES	5
Submittal Form F – Subcontractors		
Submittal Form G – Cost Proposal		

Any Submittal Form that is being evaluated and does not follow these instructions may receive a '1' score for the evaluated Submittal Form, or the entire response may be deemed non-responsive and rejected. Failure to submit any of the Submittal Forms will result in the proposal being deemed non-responsive and rejected.

SEC. 4.03 OFFEROR INFORMATION AND CERTIFICATIONS (SUBMITTAL FORM A)

The offeror must complete and submit this Submittal Form. The form must be signed by an individual authorized to bind the offeror to the provisions of the RFP.

By signature on the form, the offeror certifies they comply with the following:

- a) the laws of the State of Alaska;
- b) the applicable portion of the Federal Civil Rights Act of 1964;
- c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- e) all terms and conditions set out in this RFP;
- f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- g) that the offers will remain open and valid for at least 90 days.

If any offeror fails to comply with [a] through [g] of this paragraph, the Trust reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

The Submittal Form also requests the following information:

- a) The complete name and address of offeror's firm along with the offeror's Tax ID.
- b) Information on the person the Trust should contact regarding the proposal.
- c) Names of critical team members/personnel.
- d) Addenda acknowledgement.
- e) Conflict of interest statement.
- f) Federal requirements.
- g) Alaska preference qualifications.

An offeror's failure to address/respond/include these items may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

SEC. 4.04 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B)

Offerors must provide detail on the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract along with their titles and location(s) where work will be performed.

Offers must include a bulleted list of 10-20 projects completed with organizations to develop prior grant proposals, including dates, funding agency or foundation, award status, and award amounts.

Offerors must also provide reference names and phone numbers for similar projects the offeror's firm has completed.

Successful offerors will have a demonstrated track record of successful awards to competitive funding opportunities through state and federal funding opportunities, including but not limited to SAMHSA, HRSA, HUD, CMS, and others.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. This Submittal Form shall be kept anonymous and must not contain any names that can be used to identify who the offeror is and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.05 UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C)

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. This Submittal Form shall be kept anonymous and must not contain any names that can be used to identify who the offeror is and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.06 METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D)

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the Trust's project schedule.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. This Submittal Form shall be kept anonymous and must not contain any names that can be used to identify who the offeror is and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.07 MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM E)

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the Trust's project schedule.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. This Submittal Form shall be kept anonymous and must not contain any names that can be used to identify who the offeror is and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.08 SUBCONTRACTORS (SUBMITTAL FORM F)

If using subcontractors, the offeror must complete and submit this Submittal Form.

SEC. 4.09 COST PROPOSAL (SUBMITTAL FORM G)

Offerors must complete and submit this Submittal Form. Proposed costs must include all direct and indirect costs associated with the performance of the contract, including, but not limited to: total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the Trust. No additional charges shall be allowed.

SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

SEC. 5.01 SUMMARY OF EVALUATION PROCESS

The Trust will use the following steps to evaluate and prioritize proposals:

- 1) Proposals will be assessed for overall responsiveness. Proposals deemed non-responsive will be eliminated from further consideration.
- 2) A proposal evaluation committee (PEC), made up of at least three state employees or public officials, will evaluate specific parts of the responsive proposals.
- 3) The Submittal Forms, from each responsive proposal, will be sent to the PEC. No cost information will be shared or provided to the PEC.
- 4) The PEC will independently evaluate and score the documents based on the degree to which they meet the stated evaluation criteria.
- 5) After independent scoring, the PEC will have a meeting, chaired by the procurement officer, where the PEC may have a group discussion prior to finalizing their scores.
- 6) The evaluators will submit their final individual scores to the procurement officer, who will then compile the scores and calculate awarded points as set out in Section 5.03.
- 7) The procurement officer will calculate scores for cost proposals as set out in Section 5.08 and add those scores to the awarded points along with factoring in any Alaska preferences.
- 8) The procurement officer may ask for best and final offers from offerors susceptible for award and revise the cost scores accordingly.
- 9) The Trust will then conduct any necessary negotiations with the highest scoring offeror and award a contract if the negotiations are successful.

SEC. 5.02 EVALUATION CRITERIA

Proposals will be evaluated based on their overall value to Trust, considering both cost and non-cost factors as described below. Note: An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

Overall Criteria	Weight
Responsiveness	Pass/Fail

Qualifications Criteria		Weight
Experience and Qualifications	(Submittal Form B)	25
Understanding of the Project	(Submittal Form C)	10

Methodology Used for the Project	(Submittal Form D)	5
Management Plan for the Project	(Submittal Form E)	10
Total		50

Cost Criteria	Weight
Cost Proposal (Submittal Form F)	40
Total	40

Preference Criteria	Weight
Alaska Offeror Preference (if applicable)	10
Total	10

TOTAL EVALUATION POINTS AVAILABLE: 100

SEC. 5.03 SCORING METHOD AND CALCULATION

The PEC will evaluate responses against the questions set out in Sections 5.04 through 5.07 and assign a single score for each section. Offerors' responses for each section will be rated comparatively against one another with each PEC member assigning a score of 1, 5, or 10 (with 10 representing the highest score, 5 representing the average score, and 1 representing the lowest score). Responses that are similar or lack dominant information to differentiate the offerors from each other will receive the same score. Therefore, it is the offeror's responsibility to provide dominant information and differentiate themselves from their competitors.

After the PEC has scored each section, the scores for each section will be totaled and the following formula will be used to calculate the amount of points awarded for that section:

$$\frac{\text{Offeror Total Score}}{\text{Highest Total Score Possible}} \times \text{Max Points} = \text{Points Awarded}$$

Example (Max Points for the Section = 100):

	PEC Member 1 Score	PEC Member 2 Score	PEC Member 3 Score	PEC Member 4 Score	Combined Total Score	Points Awarded
Offeror 1	10	5	5	10	30	75
Offeror 2	5	5	5	5	20	50
Offeror 3	10	10	10	10	40	100

Offeror 1 was awarded 75 points:

$$\frac{\text{Offeror Total Score (30)}}{\text{Highest Total Score Possible (40)}} \times \text{Max Points (100)} = \text{Points Awarded (75)}$$

Offeror 2 was awarded 50 points:

$$\frac{\text{Offeror Total Score (20)}}{\text{Highest Total Score Possible (40)}} \times \text{Max Points (100)} = \text{Points Awarded (50)}$$

_____ x Max Points (100) = Points Awarded (50)
Highest Total Score Possible (40)

Offeror 3 was awarded 100 points:

Offeror Total Score (40)
_____ x Max Points (100) = Points Awarded (100)
Highest Total Score Possible (40)

SEC. 5.04 EXPERIENCE AND QUALIFICATIONS

This portion of the offeror's proposal will be evaluated against the following questions:

1) Questions regarding the personnel:

- a) Do the individuals assigned to the project have experience on similar projects?
- b) Are the professional backgrounds desirable for individuals engaged in the work the project requires?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

2) Questions regarding the firm and subcontractor (if used):

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?
- b) How successful is the general history of the firm regarding timely and successful completion of projects?
- c) Has the firm provided references from previous clients?
- d) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

SEC. 5.05 UNDERSTANDING OF THE PROJECT

This portion of the offeror's proposal will be evaluated against the following questions:

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) How well has the offeror identified pertinent issues and potential problems related to the project?
- 3) To what degree has the offeror demonstrated an understanding of the deliverables the Trust expects it to provide?
- 4) Has the offeror demonstrated an understanding of the Trust's time schedule and can meet it?

SEC. 5.06 METHODOLOGY USED FOR THE PROJECT

This portion of the offeror's proposal will be evaluated against the following questions:

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- 2) How well does the methodology match and achieve the objectives set out in the RFP?
- 3) Does the methodology interface with the time schedule in the RFP?

SEC. 5.07 MANAGEMENT PLAN FOR THE PROJECT

This portion of the offeror's proposal will be evaluated against the following questions:

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- 2) How well is accountability completely and clearly defined?
- 3) Is the organization of the project team clear?
- 4) How well does the management plan illustrate the lines of authority and communication?
- 5) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- 6) Does it appear that the offeror can meet the schedule set out in the RFP?
- 7) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- 8) To what degree is the proposal practical and feasible?
- 9) To what extent has the offeror identified potential problems?

SEC. 5.08 CONTRACT COST (COST PROPOSAL)

Overall, a minimum of 40% of the total evaluation points will be assigned to cost. After the procurement officer applies any applicable preferences, the offeror with the lowest total cost will receive the maximum number of points allocated to cost per 2 AAC 12.260(c). The point allocations for cost on the other proposals will be determined using the following formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

Example (Max Points for Contract Cost = 400):

Step 1

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

Offeror #1	\$40,000
Offeror #2	\$42,750
Offeror #3	\$47,500

Step 2

In this example, the RFP allotted 40% of the available 1,000 points to cost. This means that the lowest cost will receive the maximum number of points.

Offeror #1 receives 400 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 400 points.

Offeror #2 receives 374.3 points.

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = \mathbf{374.3}$

Offeror #3 receives 336.8 points.

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = \mathbf{336.8}$

SEC. 5.09 APPLICATION OF PREFERENCES

Certain preferences apply to all Trust contracts, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the following website:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)
- Alaska Veteran's Preference - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. **An offeror's failure to provide this certification letter with their proposal will cause the Trust to disallow the preference.**

SEC. 5.10 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- 3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;

- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

Alaska Bidder Preference Certification Form

In order to receive the Alaska Bidder Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. An offeror's failure to provide this completed form with their proposal will cause the Trust to disallow the preference.

SEC. 5.11 ALASKA VETERAN PREFERENCE

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- A. sole proprietorship owned by an Alaska veteran;
- B. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- C. limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- D. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

Alaska Veteran Preference Certification

In order to receive the Alaska Veteran Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the Trust to disallow the preference.

SEC. 5.12 ALASKA OFFEROR PREFERENCE

Per 2 AAC 12.260, if an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points, which will be added to the offeror's overall evaluation score.

Example:

Step 1

Determine the number of points available to qualifying offerors under this preference:

1000 Total Points Available in RFP x 10% Alaska Offeror preference = 100 Points for the preference

Step 2

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska Offeror preference. For the purpose of this example, presume that all proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1	830 points	No Preference	0 points
Offeror #2	740 points	Alaska Offeror Preference	100 points
Offeror #3	800 points	Alaska Offeror Preference	100 points

Step 3

Add the applicable Alaska Offeror preference amounts to the offerors' scores:

Offeror #1	830 points
Offeror #2	840 points (740 points + 100 points)
Offeror #3	900 points (800 points + 100 points)

Offeror #3 is the highest scoring offeror and would get the award, provided their proposal is responsible and responsive.

SEC. 5.13 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award and send copies of that notice to all offerors who submitted proposals. The notice will list the names of all offerors and identify the offeror selected for award.

SECTION 6. GENERAL PROCESS AND LEGAL INFORMATION

SEC. 6.01 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the project director or procurement officer. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing** for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or

- a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

SEC. 6.03 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign the Trust's Standard Agreement Form for Professional Services Contracts (form SAF.DOC/Appendix A). This form is attached with the RFP for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law, and the Trust reserves the right to reject a proposal that is non-compliant or takes exception with the contract terms and conditions stated in the Agreement. Any requests to change language in this document (adjust, modify, add, delete, etc.), must be set out in the offeror's proposal in a separate document. Please include the following information with any change that you are proposing:

- 1) Identify the provision that the offeror takes exception with.
- 2) Identify why the provision is unjust, unreasonable, etc.
- 3) Identify exactly what suggested changes should be made.

SEC. 6.04 QUALIFIED OFFERORS

Per 2 AAC 12.875, unless provided for otherwise in the RFP, to qualify as an offeror for award of a contract issued under AS 36.30, the offeror must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the RFP.

If the offeror leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the offeror as a qualified offeror under AS 36.30.

SEC. 6.05 PROPOSAL AS PART OF THE CONTRACT

Part of all of this RF and the successful proposal may be incorporated into the contract.

SEC. 6.06 ADDITIONAL TERMS AND CONDITIONS

The Trust reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

SEC. 6.07 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <https://www.state.gov/trafficking-in-persons-report/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive or cancel the contract.

SEC. 6.08 RIGHT OF REJECTION

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement

officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the Trust. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The Trust reserves the right to refrain from making an award if it determines that to be in its best interest. **A proposal from a debarred or suspended offeror shall be rejected.**

SEC. 6.09 TRUST NOT RESPONSIBLE FOR PREPARATION COSTS

The Trust will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

SEC. 6.10 DISCLOSURE OF PROPOSAL CONTENTS

All proposals and other material submitted become the property of the Trust and may be returned only at the Trust's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the contracting officer does so, and if the contracting officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the contracting officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

SEC. 6.11 ASSIGNMENT

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

SEC. 6.12 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the Trust by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SEC. 6.13 SEVERABILITY

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

SEC. 6.14 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with Section 6.08 Right of Rejection. However, if the Trust fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the Trust's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

If conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

If the Trust's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

SEC. 6.15 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

SEC. 6.16 SITE INSPECTION

The Trust may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the Trust reasonable

access to relevant portions of its work sites. Individuals designated by the procurement officer at the Trust's expense will make site inspection.

SEC. 6.17 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

SEC. 6.18 DISCUSSIONS WITH OFFERORS

The Trust may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

SEC. 6.19 CONTRACT NEGOTIATION

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the Trust may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held via Zoom.

SEC. 6.20 FAILURE TO NEGOTIATE

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the Trust, after a good faith effort, simply cannot come to terms,

the Trust may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

SEC. 6.21 FEDERALLY IMPOSED TARIFFS

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased federal excise tax or duty that may result in either an increase or decrease in the contract price and shall take appropriate action as directed by the procurement officer.
- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
 - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract;
 - b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment taxes, that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.
- **Trust's Ability to Make Changes:** The Trust reserves the right to request verification of federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
- **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

SEC. 6.22 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

SECTION 7. ATTACHMENTS

SEC. 7.01 ATTACHMENTS

Attachments:

- 1) Standard Agreement Form - Appendix A
- 2) Bi-Weekly Funding Research Sample
- 3) End of Year Proposal Development Report Sample

STANDARD AGREEMENT FORM

1. Agency Contract Number	2. DOA Tracking Number	3. Financial Coding	4. Agency Assigned Encumbrance Number
5. Vendor Number		6. Alaska Business License Number	
This contract is between the State of Alaska,			
7. Department of		Division of	
Revenue, Alaska Mental Health Trust Authority		hereafter the State, and	
8. Contractor		hereafter the Contractor	
Mailing Address	Street or P.O. Box	City	State Zip + 4 Telephone
<p>9.</p> <p>ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it.</p> <p>ARTICLE 2. Performance of Service</p> <p>2.1 Appendix A (General Provisions), Articles 1 through 14, governs the performance of services under this contract.</p> <p>2.2 Appendix B sets forth the liability and insurance provisions of this contract.</p> <p>2.3 Appendix C sets forth the services to be performed by the contractor.</p> <p>2.4 Appendix D sets forth the Compensation plan for this contract..</p> <p>2.5 Appendix E includes the Request for Proposals, all associated amendments, and the contractor's response.</p> <p>ARTICLE 3. Period of Performance: The period of performance for this contract begins _____, and ends _____.</p> <p>ARTICLE 4. Considerations:</p> <p>4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed _____ in accordance with the provisions of Appendix D.</p> <p>4.2 When billing the State, the contractor shall refer to the Authority Number or the Agency Contract Number and send the billing to:</p>			
10. Department of		Division of:	
Revenue		Alaska Mental Health Trust Authority	
Mailing Address		Attention:	
3745 Community Park Loop Ste 200, Anchorage AK 99508		Valette Keller	
<p>11. CONTRACTOR</p> <p>Name of Firm</p> <p>Signature of Authorized Representative</p> <p>Date</p> <p>Typed or Printed Name of Authorized Representative</p> <p>Title</p> <p>Employer ID No. (EIN) or SSN</p>		<p>13. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to this obligation, or that there is a sufficient balance in the appropriation to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the variety, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815 - 820. Other disciplinary action may be taken up to and including dismissal.</p>	
<p>12. CONTRACTING AGENCY</p> <p>Department/Division</p> <p>Date</p> <p>Signature of Project Director</p> <p>Typed or Printed Name of Project Director</p> <p>Title</p>		<p>Signature of Head of Contracting Agency or designee:</p> <p>Date</p> <p>Typed or Printed Name</p> <p>Stephen Williams</p> <p>Title</p> <p>Chief Executive Officer</p>	

APPENDIX A
GENERAL PROVISIONS

Article 1. Definitions.

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

Article 2. Inspection and Reports.

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

Article 3. Disputes.

- 3.1 Any dispute concerning a question of fact arising under this contract which is not disposed of by mutual agreement shall be decided in accordance with AS 36.30.620-632.

Article 4. Equal Employment Opportunity.

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, physical handicap, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of the contract.

Article 5. Termination

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. The State is liable only for payment in accordance with the payment provision of this contract for services rendered before the effective date of termination.

Article 6. No Assignment or Delegation.

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

Article 7. No Additional Work or Material.

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

Article 8. Independent Contractor.

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

Article 9. Payment of Taxes.

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

Article 10. Ownership of Documents.

All designs, drawing, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

Article 11. Governing Law.

This contract is governed by the laws of the State of Alaska. All actions concerning this contract shall be brought in the Superior Court of the State of Alaska.

Article 12. Conflicting Provisions.

Unless specifically amended and approved by the department of Law the General Provisions of this contract supersede any provisions in other appendices.

Article 13. Officials Not to Benefit.

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

Article 14. Covenant Against Contingent Fees.

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, contingent fee, or brokerage except employees or agencies maintained by the contractor for the purpose of securing business.

For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage, or contingent fee.

We have identified the following opportunities that may be of interest to you or that we think you'd like to be aware of and/or share with partners.

Mental Illness and Substance Use Disorders

Adult Drug Court Discretionary Grant Program

Agency: Department of Justice, Bureau of Justice Assistance

Deadline: May 20, 2022

Contact: grants.ncjrs.gov or 800-851-3420

Eligibility: State, city, township, county, or tribal government acting directly or through agreements with other public or private entities on behalf of a single drug court.

Award Information: Total funding \$43.2 million; maximum award \$2 million; est 45 awards

Description: The Adult Drug Court (ADC) Discretionary Grant Program provides financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to plan, implement, and enhance the operations of adult drug courts. Adult drug courts effectively integrate evidence-based substance use disorder treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised criminal court settings that have jurisdiction over persons with substance use disorder treatment needs in order to reduce recidivism and increase their access to treatment and recovery support, and to prevent overdoses.

Veterans Treatment Court Discretionary Grant Program

Agency: Department of Justice, Bureau of Justice Assistance

Deadline: May 20, 2022

Contact: grants.ncjrs.gov or 800-851-3420

Eligibility: For Category 1: Planning and Implementation and Category 2: Enhancement the following entities are eligible to apply: State governments City or township governments County governments Native American tribal governments (Federally recognized) Other State, city, township, county, or tribal government acting directly or through agreements with other public or private entities on behalf of a single drug court For Category 3: Statewide, the following entities are eligible to apply: State agencies such as the State Administering Agency, the Administrative Office of the Courts, and the State Substance Abuse Agency State criminal justice agencies and other state agencies involved with the provision of substance use and/or mental health services, or related services, to veterans in the criminal justice system.

Award Information: Total funding \$29 million; maximum award \$2 million; est 26 awards

Description: The Veterans Treatment Court (VTC) Grant Program provides financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to implement and enhance the operations of veterans treatment courts.

BUILD Health Challenge

Funder: BUILD Funding Collaborative (multiple funders including Kresge Foundation, Robert Wood Johnson Foundation, Kellogg Foundation, and others)

Deadline: June 30, 2022

Contact: Visit buildhealthchallenge.org/application for a list of frequently asked questions. Don't see your question listed? Submit it to info@buildhealthchallenge.org with the subject line "FAQ" and your question and the answer will be added to the FAQ list. While we welcome questions regarding the intent, design, or goals of the Challenge, please note that we will not be able to provide individual guidance on ideas for proposals.

Eligibility: Lead applicant must be a 501 (c)(3) nonprofit community organization, with a partnership including (at minimum) a hospital or health system, a local health department, and a nonprofit community organization or coalition of organizations. The participating hospital(s) or health system(s) must demonstrate a 1:1 match of up to \$250,000, met through direct cash support or a combination of cash and in-kind support. Applicants and their organization's need not be working specifically on health care or traditionally defined health issues. Outside sectors (e.g., community development, housing, food, transportation, etc.) are encouraged to apply. Focus activity must be within a defined zip code(s), census tract(s), or neighborhood(s) experiencing significant health disparities within a city of 150,000 residents or more.

Award Information: \$300,000 per award (total) over 3 years, plus coaching, support, trainings, and other extensive technical assistance; anticipating 17 awards

Description: BUILD is looking to support innovative community collaboratives from across America that are ready to put Bold, Upstream, Integrated, Local, and Data-Driven plans into action. With a specific focus on strengthening partnerships between community-based organizations, hospitals and health systems, health plans, local health departments, residents, and others, BUILD awards are designed to support collaborations working to address upstream challenges and drive sustainable improvements in community health. This will be the fourth BUILD cohort. [Note: No Alaskan entities have been awarded to date.]

Developmental Disabilities

No opportunities identified

Alzheimer's and Related Dementias

Alzheimer's Disease Programs Initiative (ADPI) - States and Community Grants

Agency: Administration for Community Living

Deadline: May 24, 2022

Contact: Erin Long at erin.long@acl.hhs.gov

Eligibility: Private and Public institutions of higher education; Special district governments; State governments; City or township governments; County governments; For profit organizations; Native American tribal governments and organizations; Nonprofits; Small businesses

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

Award Information: Total funding ~\$24.6 million; awards from \$650,000 - \$1 million; est 26 awards

Description: Cooperative agreements under the ADPI funding opportunity announcement (FOA) are intended to support and promote the development and expansion of dementia-capable home and community-based service (HCBS) systems in States and Communities. There are two application options contained in this single FOA: **Grants to States (Option A) and Grants to Communities (Option B)**. No entity is eligible to apply for both State and Community options and no entity is eligible to hold more than one ADPI grant at a time. The dementia-capable systems resulting from program activities under either option are expected to provide quality, person-centered services and supports that help individuals living with dementia and their caregiver remain independent and safe in their communities.

Brain Injury

No opportunities identified

Crisis System of Care

No opportunities identified

Justice

Research and Evaluation on the Administration of Justice: Diversion and Restorative Justice

Agency: Department of Justice, National Institute of Justice (NIJ)

Deadline: May 10, 2022

Contact: 800-851-3420 or grants@ncjrs.gov

Eligibility: Independent school districts; Special district governments; Public and State controlled institutions of higher education; Private institutions of higher education; Native American tribal governments (Federally recognized); For profit organizations; Native American tribal organizations; Nonprofits with or without 501(c)(3) status; Small businesses; State governments; City or township governments; County governments; Public housing authorities/Indian housing authorities

Award Information: Total funding \$3 million; maximum award \$1 million; # awards not announced

Description: NIJ seeks proposals for rigorous research and evaluation projects examining the impact of court and other criminal justice tools, practices, and policies on the administration of justice and public safety in state, local, and tribal jurisdictions. The two research priorities for this FY2022 solicitation are (1) Diversion for persons who experience mental health issues; and (2) Restorative justice strategies.

Beneficiary Employment and Engagement

No opportunities identified

Housing and Home/Community Based Services*

*Includes aging in place/home modifications, transportation support, “housing as healthcare,” social determinants of health

National Homeless Data Analysis Project

Agency: HUD

Deadline: April 26, 2022

Contact: NHDAP@hud.gov

Eligibility: Small businesses; City or township governments; Public and State controlled institutions of higher education; Private institutions of higher education; Nonprofits having 501(c)(3) status; State governments; Special district governments; County governments; For profit organizations

Award Information: Total funding \$12.3 million; award range \$250,000 - \$9 million; est 6 awards

Description: The National Homeless Data Analysis Project (NHDAP) provides critical resources to communities to improve data collection and reporting, integrate data collection efforts in HMIS with other federal funding streams, use software as a service for data integration and to enhance the ability for HUD and communities to report and analyze data about persons experiencing homelessness, produce standards and specifications for data entry and reporting for all HMIS-generated reports, analyze point-in-time and longitudinal data to produce the Annual Homeless Assessment Report (AHAR), and provide technical assistance on Homeless Management Information Systems (HMIS) implementation.

Youth Homelessness Demonstration Program

Agency: HUD

Deadline: June 28, 2022

Contact: Sidhartha Nilakanta, youthdemo@hud.gov

Eligibility: Indian Tribes and tribally designated housing entities; Nonprofits. Community Selection application: Available to Collaborative Applicants designated by CoCs registered through the most recent CoC Program Registration process. The Collaborative Applicant can apply for any community located within its CoC's geographic area. The Collaborative Applicant can also apply for multiple communities located within its CoC's geographic area; however, HUD will not select more than one community within a CoC's geographic area. Project application: Project Applicants that are designated during the application process by the Collaborative Applicant or its designee are eligible to apply for grant funds. The Collaborative Applicant may apply for projects under this Demonstration as well. The Collaborative Applicants that are not Unified Funding Agencies (UFAs) may also designate an eligible applicant to be the recipient of the planning grant. UFAs must apply for and be recipient of all grants for their community. For a dedicated HMIS grant, the project application must either be from the UFA (when there is a UFA for the community) or the HMIS Lead (when there is no UFA for the community). This NOFO is for community selection only. Applications for funding individual projects will occur after communities have been selected.

Award Information: Total funding \$72 million; award range \$1M-\$15M; est 25 awards, with a priority for up to 8 awards to communities with substantial rural populations

Description: The purpose of the YHDP is to implement projects that demonstrate how a comprehensive approach to serving homeless youth age 24 and under can dramatically reduce youth homelessness. The population to be served by this demonstration program is youth experiencing homelessness, including unaccompanied and pregnant or parenting youth. In order to effectively implement a system that addresses the needs of youth experiencing homelessness, Continuums of Care (CoCs) must understand the subgroups of unaccompanied youth and incorporate those understandings into the YHDP CCP and awarded projects. This will require CoCs to use innovative practices to design better projects and strong comprehensive plans to prevent and end youth homelessness.

Workforce Development

Public Health Scholarship Program

Agency: Bureau of Health Workforce, Health Resources and Services Administration (HRSA), U.S. Department of Health and Human Services

Deadline: June 1, 2022

Contact: (For programmatic or technical questions) Anne Patterson at 301.443.6822 or email apatterson@hrsa.gov (For business, administrative, or fiscal questions) Shelia Burks at 301.443.6452 or email sburks@hrsa.gov

Eligibility: Health professions schools, including accredited schools or programs of public health, health administration, preventive medicine, dental public health, and/or health management programs; Academic health centers; State and local governments; Other appropriate public and private nonprofit entities

Award Information: Total funding \$39 million; awards up to \$1.5 million; 26 awards anticipated

Description: The Public Health Scholarship Program provides grants to strengthen the public health workforce by providing support to organizations to develop scholarship programs that incentivize individuals to pursue training and careers in public health. Projects should focus on workforce shortages, populations at highest risk for health disparities, low health literacy, social determinants of health (SDOH), and infrastructure to provide necessary services in rural and underserved communities. [emphasis added by A::B] The program goal is to increase the capacity in public health systems to meet core public health functions, the Ten Essential Public Health Services, and decrease public health inequities and health disparities. Objectives include:

- Enhance the knowledge and skills of the public health workforce by developing or strengthening community partnerships and linkages to identify employment needs, training opportunities, and to facilitate scholarship recipients' employment post-training completion in state or local governments, including state, local, territorial or tribal public health departments, and other public health-related organizations
- Educate the public health workforce to address public health inequities and health disparities and incorporate principles of SDOH into practice
- Educate the public health workforce to prevent, prepare for, and respond to recovery activities related to COVID-19, as well as other public health emergencies, by providing public health field experience (practicum) opportunities

Early Childhood Intervention and Prevention

Transforming Pediatrics for Early Childhood (TPEC)

Agency: Health Resources and Services Administration

Deadline: May 23, 2022

Contact: Lynlee Tanner Stapleton, Ph.D. at (301)443-5764 or email lstapleton@hrsa.gov

Eligibility: Nonprofits having 501(c)(3) status, other than institutions of higher education; County governments; Native American tribal governments and organizations; State governments; For profit organizations; Independent school districts; City or township governments; Small businesses; Special district governments. Domestic faith-based and community-based organizations are also eligible to apply.

Award Information: Total funding \$4 million; awards up to \$1 million; 4 awards anticipated

Description: The purpose of the TPEC program is to establish resource hubs that support the placement of early childhood development (ECD) experts into pediatric practices that serve a high percentage of prenatal-to-five year old (P-5) populations who are eligible for Medicaid or the Children's Health

Insurance Program (CHIP) or are uninsured. To achieve long-term improvements in early developmental health, school readiness, family well-being, and health equity, the primary goals are to: 1) improve equitable access to a continuum of ECD services in pediatric patient-centered medical home (PCMH) and similar settings, and 2) improve the capacity of pediatric practices and workforce to deliver high-quality ECD services that address the holistic needs of children and families.

Other

No opportunities identified

End of Year Proposal Development Report Sample

Funding Proposals Developed 2014 - 2016								
Year	Funding Organization	Funder Type	Client Recipient	Award Title	Project Description	Request	Total Awarded	Funding Status
2016	Alaska Housing Finance Corporation	State	TCC: Rasmus Village Council	Teacher, Health Professional, and Public Safety (THHP) Housing Grant	Provide funding toward construction of a duplex (two units) of teacher housing, also available in summer for health and public safety professionals	\$413,491	\$413,491	Full award
2016	State of Alaska Department of Health & Social Services (DHSS)	State	Alaska Family Services	Circles of Support	Provide family support and preservation services to families involved with OCS	\$377,000	\$377,000	Full award
2016	Corporation for Supportive Housing	Federal	United Way of Anchorage	PFS TA Award	Technical assistance to conduct feasibility study for PFS framework for permanent supportive housing model targeting reentry population experiencing behavioral health diagnoses and patterns of homelessness	\$15,000	\$0	No award
2016	Health Resources Services Administration	Federal	AMHTA / State of Alaska DHSS Office of Children's Services	Early Childhood Comprehensive Systems Impact	Five year funding to implement Collective Impact aimed at a 25% improvement in a chosen developmental measure among the region's three year- olds; regions are Mat-Su, Norton Sound and Kodiak Island	\$2,250,000	\$2,250,000	Full award
2016	U.S. Housing and Urban Development	Federal	United Way of Anchorage	Pay for Success Permanent Supportive Housing Demonstration Grant	Work with mentor organization (UW Massachusetts) to conduct feasibility analysis, transaction structuring, outcome evaluation and Success Payments for Pay for Success framework to take Housing First model to scale in Anchorage and Mat-Su Borough, for reentry population experiencing behavioral health diagnoses and pattern of homelessness	\$1,300,000	\$1,300,000	Full award
2015	Substance Abuse and Mental Health Services Administration	Federal	State of Alaska Division of Behavioral Health	Planning Grant for Certified Community Behavioral Health Clinics	Certify clinics as certified community BH clinics, establish prospective payment system for Medicaid reimbursable services, and prepare application to participate in 3-year demonstration program	\$769,015	\$769,015	Full award
2015	The Health Federation of Philadelphia / Robert Wood Johnson Foundation	Foundation	Alaska Children's Trust	Mobilizing Action for Resilient Communities (MARC)	The Alaska Resilience Initiative, a statewide network convened by the Alaska Children's Trust, will collaborate with local networks along with Alaska Native partners to expand the following strategic priorities: Strengthen Networks, Build a Movement, Test Strategies, and Evaluate Process and Progress.	\$149,400	\$149,400	Full award
2015	Centers for Medicare and Medicaid Services	Federal	Alaska e-Health Network	Transforming Clinical Practice Initiative (TCPI): Practice Transformation Networks (PTN)	Collaborative training and technical assistance model to move providers toward value-based payments	\$2,365,459	\$0	No award
2014	Substance Abuse and Mental Health Services Administration	Federal	Alaska Mental Health Trust Authority/Dept of Health and Social Service	Healthy Transitions	Funding for implementation of Transitions to Independence Process in two sites in Alaska	\$200,000	\$0	No award
2014	Substance Abuse and Mental Health Services Administration (SAMHSA)	Federal	State of Alaska Division of Behavioral Health	Transforming Lives through Supported Employment	Increase capacity to provide evidence-based supported employment services for individuals who experience severe mental illness and co-occurring disorders. Outcomes will enable the state to address barriers to SE services, develop capacity and expertise to provide training and technical assistance, and expand evidence-based SE services across the state.	\$3,905,804	\$0	No award