

# STATE OF ALASKA

Department of Family and Community  
Services - Office of Children's Services



## CHILD ABUSE PREVENTION MONTH CAMPAIGN COORDINATION

RFP 2023-0600-5218

### Amendment #1

August 8, 2022

This amendment is being issued to re-open this RFP and revise the deadline for receipt of proposals to **2:00 p.m. Alaska Time on August 15, 2022**. It also serves to provide additional important information in the form of changes to the RFP.

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### Changes to RFP 2023-0600-5218

#### Change 1

#### SEC. 1.07 RETURN INSTRUCTIONS

Offerors must submit a proposal via email. The technical proposal and cost proposal must be saved as separate PDF documents and emailed to **HSS.PROCUREMENT.PROPOSAL@ALASKA.GOV** as separate, clearly labeled attachments, such as "Vendor A – Technical Proposal.pdf" and "Vendor A – Cost Proposal.pdf" (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of proposals.

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

It is the offeror's responsibility to contact the issuing agency at **907-465-3942** to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

Faxed proposals will not be accepted. Oral proposals will not be accepted

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## **Change 2**

### **SEC. 4.06 EXPERIENCE AND QUALIFICATIONS**

Offerors must provide extensive detail on how their organization meets the minimum prior experience necessary, as listed in Section 1.04.

Offerors must provide an organizational chart specific to 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 and provide the following information about each person listed:

- title,
- resume,
- location(s) where work will be performed,

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

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## **Change 3**

### **SEC 1.12 RFP SCHEDULE**

The RFP schedule set out herein represents the State of Alaska'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.

- Issue RFP August 8, 2022,
- Deadline for Receipt of Proposals August 15, 2022,

- Proposal Evaluation Committee complete evaluation by August 19, 2022,
- State of Alaska issues Notice of Intent to Award a Contract August 24, 2022,
- State of Alaska issues contract August 31, 2022,
- Contract start September 1, 2022.

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Health and Social Services, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state 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 state.

End of Amendment #1