

Request for Information



State of Alaska
Department of Health
Division of Finance and Management Services

Date Issued: September 16, 2022

DEPARTMENT OF HEALTH REGULATIONS COORDINATION

Introduction:

The Department of Health (DOH), Division of Finance and Management Services is seeking information from vendors who may be able to provide the department with assistance in the drafting of regulation documents.

Background Information:

This Request for Information (RFI) is for information surrounding vendors that are capable drafting regulations related to legislation recently signed into law by the Governor. This work is extremely time-sensitive and draws a lot of public interest due to the nature of the legislation being passed. Due to the legislation being passed statewide, work with the Departments of Public Safety, Corrections, and Law will be required. Because of this DOH will need to have a smooth and transparent process from the public scoping all the way to final draft documents.

Scope of Work:

This project would assist with the coordination and completion of the large volume of regulations associated with the successful implementation of DOH initiatives as assigned; To provide industry specific, highly technical support to assist with the drafting of regulations essential to ensuring DOH achieves goals identified in the state fiscal notes.

Deliverables

Possible deliverables should this project proceed to contract would include the following:

1. Provide regulations drafting assistance to DOH staff; as requested by DOH project leads.
2. Recommend appropriate timelines to DOH staff to adequately complete time sensitive projects. Proposed timelines should be achievable and take into consideration stakeholder engagement and availability of division staff time.
3. Draft DOH responses to public comments. Draft responses will be distributed to appropriate staff as directed by the Program Lead.
4. Revise draft regulations if comments require revision, as directed by the Program Lead.
5. Work with the regulations attorney to answer questions and respond to suggested revisions from Department of Law (DOL).
6. Provide weekly updates to the Project Lead, report any delays or lapsing projects that

may be division specific. Recommend action plan to resolve delays/lapsing projects.

7. Provide updates to the Leadership Team, as requested by DOH.

Response Information:

How to Participate

Interested applicants/firms who believe they can provide the services described above should indicate their interest by submitting an electronic response (.pdf format is preferable) with the following information:

- Company name
- Contact information (email) for the individual(s) who should be notified if DOH releases a solicitation
- A summary that clearly describes your company's capabilities and experience related to providing the services described in this RFI.

Submission Instructions:

Applicants/firms must submit their response as a PDF file, sent via email, on or before **September 26th, 2022, 2:30PM**. The response should be attached to the email with RFI 1623-012 DOH Regulations Coordination included as the subject line of the email to the following:

Dani Olsen
Procurement Specialist II
Alaska Department of Health
dani.olsen@alaska.gov

It is the responsibility of the interested party to follow up with the procurement specialist shown above to ensure that response was received prior to the time and date specified at the top of this RFI.

Important Notice:

This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services. Nor will the State be financially responsible for any costs associated with the preparation of any response for the requested information. This RFI is issued for the sole purpose of obtaining information as described in this notice. However, the information obtained from this request may be used to prepare a purchase, contract, or solicitation in the future.