

STATE OF ALASKA

Department of Corrections

Division of Health & Rehabilitation Services



REENTRY PLANNER

RFP# 2023-2000-0142

Amendment #1

FEBRUARY 22, 2023

This amendment is being issued to answer questions from potential offerors and extend the deadline for submission of proposals.

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

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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the state:

Question 1: Pg. 10 A. 2nd Paragraph. It says DOC will provide office equipment. Does this include a computer/laptop and cell phone?

Answer:

Sec. 3.01 Scope of Work, 2nd paragraph states “The Department of Corrections will provide adequate office space, office equipment, desk and telephone within each institution for use by the reentry planner.”

A computer and/or laptop and a desk phone will be provided, but not a cellphone.

Question 2: Pg. 13: Sec. 3.07 Contract Payment. It says the state will not pay any state or federal taxes. Does this include required payroll taxes? Will the state pay all required state payroll taxes such as Workers Comp, ESC, FICA, Medicare, FUTA, Retirement, etc.?

Answer:

The intent of Sec. 3.07 is referring to sales tax. State payroll taxes and any other payroll taxes mentioned above shall be paid by the contractor.

Question 3: Is there a page limit for the proposal?

Answer:

There is no page limit, however as per Sec. 4.01 the state discourages overly lengthy proposal. In order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in Section 4.

Question 4: Attachment #2 - Cost Proposal Form: Is this RFP for 1 position (1 Reentry Planner)? If so, why does the cost proposal form have sections for 3 Reentry Planners, one for each institution? Do we have to select just one? Is it \$95,000 cap for each position?

Answer:

Per Attachment #2 – Cost Proposal Form, Offerors shall provide 3 individuals, one for each institution. The offeror may select to submit one proposal for all or may select for one or two locations.

The annual budget of \$95,000 is capped for 1 position for each location.

Changes to the RFP:

Change 1:

The deadline for receipt of proposals has been extended until February 24, 2023 @ 2PM AKST.