

STATE OF ALASKA

DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY & FIRE PROTECTION



INFORMAL REQUEST FOR PROPOSALS (IRFP) 10-021-23

Health and Wellness Program Clinical Director

Addendum One

Date of Issue: April 14, 2023

Addendum One serves to Answer Questions and Change IRFP

Important Note to Offerors: You must sign and return this page of the addendum document with your proposal. Failure to do so will result in the rejection of your proposal. Only the IRFP terms and conditions referenced in this addendum are being changed. All other terms and conditions of the IRFP remain the same. This Addendum One is hereby made part of the IRFP and is a total of four pages.

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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Responses to Questions Received by Offerors

Question 1: With regards to the eventual letting of the contract to the successful bidder/offeror: – after the first six months, and on subsequent extensions, are the contract extensions mutually cancelable or terminatable? It helps, having a 6-month break. which gives both parties time to look back and review/evaluate the services and costs associated with them. It also gives time to refine any issues that may come to the forefront from either side. That’s why I feel my first question is important to this contract discussion.

Answer: All renewals are at the sole discretion of the State. Any lapse in the term of the contract would require a new solicitation and additional administrative expenditure.

Question 1: I have found retainers to be especially beneficial when an agency is starting out with a new program and may not have great understanding of consulting usage and the time involved with the numerous moving parts for the contracted services.

The current proposal requires an hourly billing amount for services which helps an agency estimate costs but doesn’t compensate a successful bidder for ‘being on call – 24/7/365’, which if that needs to be a separate line item it could easily top five figures annually.

I have used a straight flat fee in the past as well as a combination of retainer and an hourly cost for services beyond just consultative services – this works especially well for first responder agencies because they never know when an incident will arise and to what degree it will develop. Do you have any suggestions or experience with these types of contracting issues? A retainer allows the agency to get a not to exceed cost up front, and then can manage additional services individually on an as needed basis.

The cost of clinical, training and program support/development services are more easily defined, but the clinical direction - outside of supporting team members - may be much more costly than contracting with a retainer that utilizes a more blanket approach.

Answer: I have adjusted the Cost Proposal Form to account for these concerns and allow for a more accurate cost proposal. See ‘Changes to the IRFP, Change 2.

Question 1: Having provided some consultative services to the Alaska DNR and DPS already, I wanted to clarify the scope of this IRFP – does it just cover DNR employees or will members of the DPS also be part of it?

Answer: No, This contract will be for the sole use of the Division of Forestry & Fire Protection.

Changes to the IRFP

Change 1: Sec. 1.06 Questions Prior to Deadline for Receipt of Proposals: Deadline for receipt of questions has changed from 2:00 AKST on Wednesday, April 12, 2023 to 2:00pm AKST on Tuesday, April 18, 2023.

Change 2: Cost Proposal Form, see attached.

ATTACHMENT 4

COST PROPOSAL FORM

Offerors are to submit their cost using this Cost Proposal Form. The purpose of the cost proposal format is to allow Offerors to submit proposed costs in a consistent manner that the State can evaluate and score. Costs offered are to remain firm for the duration of the contract and are to include all costs associated with providing required services, including, but not limited to, direct and indirect costs, payroll, supplies, equipment, overhead, and profit. The Total of Extended Costs shown on this form in Item #4 is the cost that will be used for evaluation and award purposes for this IRFP.

Deadline for receipt of proposals is 2:00pm AKST, Friday April 21, 2023.

As stated in this IRFP, the quantities of services are as needed. The State has provided the desired rate type in a bi-annual format, to provide a mechanism to correlate costs to anticipate annual budgets for this project. The State will only pay for actual services provided. The amount of services needed may vary based upon the actual needs of the State. The State does not guarantee a minimum or maximum amount of services under any contract resulting from this IRFP.

Travel associated costs to Alaska in the performance of a resulting contract for as needed Clinical Director services will be paid by the State, if approved. Travel costs include airfare, transportation, lodging, and per diem only (per diem is capped at \$60 per day, per person). Travel must be approved by the DNR project manager prior to executing travel services. The Contractor must provide the DNR project manager line-item pricing for airfare, transportation, lodging, and per diem prior to travel for review/approval. Airfare, transportation, lodging, and per diem shall be in accordance with Alaska Administrative Manual (AAM) 60. Travel.

1. AS-NEEDED HEALTH AND WELLNESS CLINICAL DIRECTOR

ITEM	DESCRIPTION	Quantity	Rate	Extended Cost (Qty x Rate)
1.	Bi-Annual (6-Months) Clinical Director Services to include 'Not to exceed' quantities as outlined in Sec. 3.01 (1), (2), (3), and (4)	1	\$	\$
2.	In-Person, Daily Rate for Critical Incident response as outlined in Sec. 3.01(3).	5	\$	\$
3.	Remote, Hourly Rate for Critical Incident response as outlined in Sec. 3.01(3).	10	\$	\$
4.	Total of Extended Costs in Items (1.) through (3.) to be used for evaluation purposes.			\$
5.	As-Needed Hourly Rate for Clinical Director Services over and above designated 'Not to exceed' quantities as outlined in Sec. 3.01 (1-4)		\$	\$

End of Addendum One