

# STATE OF ALASKA

Department of Health  
Division of Finance and Management Services



## PRESCHOOL DEVELOPMENT GRANT B-5 EVALUATION

RFP 2023-1600-0222 / CT 1623-076

### Amendment #1

5/25/2023

**This amendment is being issued to answer questions from potential offerors and update Sec. 4.03.**

**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.

Ashley Palembas  
Procurement Officer  
Phone: (907) 269-7867  
Email: [Ashley.Palembas@alaska.gov](mailto:Ashley.Palembas@alaska.gov)

---

COMPANY SUBMITTING PROPOSAL

---

AUTHORIZED SIGNATURE

---

DATE

## Questions submitted by potential offerors and answers from the state:

**Question 1:** For meeting the minimum qualifications of a Bachelor's degree, are proof of degrees required for all team members assigned to the project, or just the lead consultant?

**Answer:** In order to satisfy the minimum qualifications, proof of Bachelor's degree is only required for the lead consultant. However, it is encouraged that proof of degrees are submitted for team members for evaluation purposes.

---

**Question 2:** On page 16: under experience and qualifications, it asks the offeror to "itemize the total cost and the number of estimated hours for each individual named above." However, doing this would provide information about the proposers overall cost proposal, and on page 33 the bidder is advised that, "No portion of the cost proposal may be included within the body of the narrative proposal." Please clarify if this information on cost and hours should be included or not.

**Answer:** Please see Change 1 below. Cost should be included separately and not included in the narrative proposal.

---

## Changes to the RFP:

**Change 1:** update section 4.03 to the following:

### SEC. 4.03 EXPERIENCE AND QUALIFICATIONS

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 three (3) letters of reference with names and phone numbers for similar projects completed, which should also demonstrate the five years of experience as a federal grant evaluator.

---

**End of Amendment**