

# STATE OF ALASKA

Department of Health  
Division of Finance and Management Services



## Transcribing Services for the Alaska Mental Health Board and Advisory Board on Alcoholism and Drug Abuse

IRFP 1623-075

Amendment No. One

July 6, 2023

**This amendment is being issued to revise the deadline for receipt 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 IRFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the IRFP remain the same.

Anneliese Zlitni, Procurement Officer

Email: [anneliese.zlitni@alaska.gov](mailto:anneliese.zlitni@alaska.gov)

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COMPANY SUBMITTING PROPOSAL

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AUTHORIZED SIGNATURE

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DATE

**Changes to the RFP:**

**Change 1: The following section is updated:**

**SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS**

Proposals must be received prior to 2:30 p.m. prevailing Alaska time on Monday, July 17, 2023. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

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**Change 2: The following section is updated:**

**SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS**

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

All questions must be received no later than 12:00 p.m. (AKST) on Wednesday, July 12, 2023.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the IRFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the IRFP. The procurement officer will make that decision. All questions are requested in writing to: Procurement Officer: Anneliese Zlitni, [anneliese.zlitni@alaska.gov](mailto:anneliese.zlitni@alaska.gov)

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**Change 3: The following section is updated:**

**SEC. 1.12 IRFP SCHEDULE**

The IRFP schedule set out herein represents the State'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 Standard Time.

ACTIVITY	TIME	DATE
RFP Released		6/28/2023
Question Deadline	12:00 p.m. AKST	7/12/2023
Proposal Due Date	2:30 p.m. AKST	7/17/2023
Proposal Evaluations Complete		7/31/2023
Notice of Intent to Award		8/7/2023
Contract Issued		8/21/2023

This IRFP 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 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.

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**End of Amendment**