

# Trust

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## Alaska Mental Health Trust Authority

### DATA DEVELOPMENT FOR TABI AND ADRD

RFP 24-036M

#### Amendment #1

ISSUED SEPTEMBER 20, 2023

**This amendment is being issued to edit RFP Section 3.02, correct Section 4.07,  
and answer questions received from potential offerors.**

**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.



Valette Keller

Procurement Officer

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COMPANY SUBMITTING PROPOSAL

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AUTHORIZED SIGNATURE

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DATE

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

**Question 1:** How does the present project differ from the May 2023 *TBI in Alaska* report?

**Answer:** The Division of Public Health's May 2023 Epidemiology Bulletin report, *Traumatic Brain Injury in Alaska*, was focused upon traumatic causes of brain injury and did not address the acquired causes of brain injury. This project also differs from the *Traumatic Brain Injury in Alaska* report in that it does not require data analysis or generation, only the cataloging and prioritization of the data available and potential data needed. The data indicators and sources used in that report could be used in the present project. Additionally, this project addresses ADRD, and the *Traumatic Brain Injury in Alaska* report did not.

The *Traumatic Brain Injury in Alaska* report may be found at:

[https://epi.alaska.gov/bulletins/docs/rr2023\\_02.pdf](https://epi.alaska.gov/bulletins/docs/rr2023_02.pdf)

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**Question 2:** Are the stakeholders listed in Section 3.01 Scope of Work, pages 9-10 of the RFP, already engaged in TABI work? And if so, how?

**Answer:** Stakeholders mentioned in the RFP represent State agencies, community organizations, or advocacy organizations working with individuals experiencing TABI or ADRD or are engaged in TABI or ADRD related initiatives in Alaska. Some on the list are aware of this project.

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**Question 3:** Is there flexibility with the existing timeline? We anticipate that having a draft report and meaningful recommendations by mid-February would be challenging, given the breadth of outreach that needs to occur to have substantive findings?

Can you speak to the need for the three different iterations of the draft report? This is a somewhat unusual request. We wonder if presentations on specific aspects of the work could demonstrate the progress and provide the same ongoing opportunities for collaboration and feedback with the project team and other stakeholders, rather than full drafts of the report, which may not be as comprehensive at those early stages of development?

**Answer:** See Change 1 below that removes the requirement for the first draft.

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## **Changes to the RFP:**

**Change 1:** In Section 3.02 Contract Term and Work Schedule, on page 10 of the RFP, remove the approximate contract schedule and replace with the following:

Project kickoff meeting with the successful offeror: week of October 24, 2023.

Contractor submits 90% finalized draft report: March 11, 2024.

Contractor submits final report: April 15, 2024.

Contractor presents report to Alaska Mental Health Trust Authority Program & Planning Committee: April 2024.

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**Change 2:** In Section 4.07 Management Plan for the Project, on page 17 of the RFP, remove the SPECIAL NOTE and replace with the following:

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. This Submittal Form cannot exceed the page limit (as described in Section 4.02).

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