

STATE OF ALASKA

Department of Corrections
Division of Institutions



Mental Health Clinician Services

2024-2000-0238

Amendment # 3

February 28, 2024

This amendment is being issued to extend the due date and address questions as shown on page 2.

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

The due date for proposal has been change from March 4, 2024 to March 11, 2024 at 2PM AST.

Q&A's

1. Are staffing agencies allowed to bid?

Answer: YES

2. Could you please clarify whether provider resumes should be included with the bid submission or if they will be requested as need arises?

Answer: YES, please provide with your submitted proposal.

3. What is the contract term for this contract?

Answer: See SEC 3.02 page 10 in the RFP.

4. What will be the clinicians' shift schedules? (Days per week, Hours per day)

Answer: Monday- Friday, 8 to 4:30, No holidays or weekends and overtime is not allowed.

5. How many clinicians does the Department anticipate utilizing for this contract?

Answer: Up to 5 as needed based on current staffing levels.

6. How many clinicians were utilized in the previous contract?

Answer: 2

7. Who were the incumbents?

Answer: Maxim

8. What were the incumbents' rates?

Answer: \$85.00/HR

9. Where can we find a copy of the previous contract?

Answer: No official contract was in place fee for service as needed.

10. Please elaborate on what kind of clinicians the Department needs to enable us to provide an accurate quote. (Licensed Professional Counselors, Psychologists, Licensed Clinical Social Workers?)

Answer: Mental Health Clinicians provide skilled and intensive psychotherapeutic casework services to patients in a State-operated facility or institution; perform therapeutic treatment services to patients; and provide consultative services to the immediate area. Master's degree from an accredited college in counseling, psychology, social work, child guidance, vocational rehabilitation, or a closely related field.

11. Are out of state staffing agencies allowed to bid?

Answer: YES

12. Is it a requirement to be registered with the Alaska Secretary of State in order to bid?

Answer: NO

13. Page 19 Sec 4.03 of the RFP states, "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 itemize the total cost and the number of estimated hours for each individual named."

Could you provide further clarification on the Department's expectations for this section?

Answer: Provide an Organization chart showing

Can we present a comprehensive billing rate for the clinicians in the cost proposal form, encompassing all associated expenses?

Answer: Provide a rate that includes all direct and indirect costs as indicated on the cost proposal form included in the RFP.

14. Page 7 of the RFP indicates that the Department might need recruitment services for permanent clinician roles. Should we include our recruitment fees for permanent positions in our cost proposal?

Answer: Yes, please provide in your proposal not on the cost proposal.

END