

# STATE OF ALASKA

Department of Corrections  
Division of Administrative Svcs



## Mental Health Clinician Services

2024-2000-0238

Amendment # 4

March 5, 2024

**This amendment is being issued to address questions as shown on pages 2-4.**

**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

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AUTHORIZED SIGNATURE

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DATE

## Q&A's

1. As the AK DOC is accepting additional positions outside of ones identified in this solicitation, can the AK DOC please identify how we can outline these additional positions and their corresponding rates (i.e. changed price format/form, etc.)? **This is the only positions we are soliciting for in this RFP.**
2. Can the AK DOC confirm what other modalities fall under Mental Health Clinicians? (Ex. Psychologist, Licensed Social Worker, etc.)

### Knowledge, Skills, and Abilities

Knowledge of principles and techniques of mental health counseling; techniques of observing and assessing behavior; emotional, social, psychological, and environmental problems; principles and practices of behavior change and modification; theories and research on personality and intellectual growth and development; human motivation, behavior adaptations, and social interaction; scope and activities of public and private health and welfare agencies, characteristics of mental and emotional disturbances and intellectual developmental disabilities in children, current trends in mental hygiene, and of state and federal mental health programs and laws.

Ability to establish and maintain the confidence and cooperation of patients and persons contacted in the course of work; prepare accurate and concise reports; analyze situations accurately and take effective action; observe patient behavior; conduct successful therapeutic interactions with patients; maintain good working relationships.

### Minimum Qualifications

Master's degree from an accredited college in counseling, psychology, social work, child guidance, vocational rehabilitation, or a closely related field.

AND

Any combination of education and/or experience that provides the applicant with the knowledge, skills, and abilities in

- Analysis and Assessment: Uses information technology in accessing, collecting, analyzing, maintaining, and disseminating data and information.
  - Decision Making: Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
  - Interpersonal Skills: Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.
  - Psychology: Knowledge of the concepts, principles, and theories of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
  - Therapy and Counseling: Knowledge of diagnosis and treatment of physical and mental ailments, and career guidance.
3. What is the chain of command/clinical oversight of the MHC contractors? **They report to the on-site mental health clinician supervisor (MHC III) or designee. All mental health professionals working under a DOC contract fall under the responsibility of the DOC Chief Mental Health Officer.**

4. Regarding Page 9, Section 3 of the Scope of Work - MHC are required to "Evaluate, diagnose, and provide treatment recommendations to individuals as referred." Can the AK DOC please clarify if they need Psychiatrists or Psychologists or Mental Health Technicians, as not all Mental Health Clinicians may diagnose patients? **See second question above.**
5. What EHR system does the AK DOC use? **TechCare**
6. Will this contract hinder any current professionals that are working on site under a separate contract? **NO, anyone under a current contract will not be affected.**
7. Will this contract affect the rates of current professionals that are working on site under a separate contract? **NO**
8. Is the AK DOC using other contracted vendors at all other provided locations? **NO**
9. Can the AK DOC please provide samples of what a standard performance evaluation will look like? **No sample available at this time.**
10. Can the AK DOC please confirm whether subcontracting will be allowed? **NO**
11. The solicitation states no subcontracting, but the corresponding documents require vendors to disclose subcontractors. **DISREGARD, if not applicable.**
12. Would the AK DOC be open to mutual termination? **Possibly but that would be discussed with the successful offer before award.**
13. In reference to Sec 4.03, can the AK DOC please confirm if they are requiring information on Key Contractor Personnel or the candidates that will be provided? **This is for the agency and not necessarily the providers.**
14. In reference to Sec 4.06, can the AK DOC please identify what State's Project Schedule is being identified? **The schedule is the estimated start date of about April 1, 2024 or sooner thru June 30, 2024. With optional annual renewals.**
15. In reference to Sec 4.07, the term "supplies" must be provided by the vendor. Can the AK DOC please clarify what supplies will be provided by the AK DOC, i.e. laptops, etc.? **We'll provide workspace, computers and other related supplies to do the work being requested. Anything the contractor requires beyond what DOC provides, will be the responsibility of the contractor to provide.**
16. How many vendors does Alaska Department of Corrections expect to award a contract? **ONE (1)**
17. Can Alaska Department of Corrections provide a sample Terms and Condition agreement? **This was provided in the RFP attachments- attach #10, Appendix A.**
18. Will client be open to reasonable changes to insurance requirements? **Possibly but any changes would have to be reviewed and approved by our Risk Management Team.**

19. What is the estimated budget for this RFP? **An amount has been established but not firm.**
20. What is the payroll work week? (i.e. Sunday-Saturday, Monday-Sunday, etc.) **Monday through Sunday**
21. Will the state allow for contract revisions or exceptions? If so, clarify the scope of any such revisions/exceptions allowed? **Contract revisions will be considered but would ultimately be the state decision and need approval.**
22. Please clarify regarding “recruitment services” contemplated by the state on page 10 of the solicitation? **The contractor may be asked during the term of the contract to recruit for DOC a permanent full-time person that may become a full time State employee.**
23. What are the Payment Terms? **See SECTION 3.04/3.06. Net 30 after receipt of a valid invoice if corrections are needed the 30 days restarts upon receipt of the new corrected invoice.**
24. Section 2.01 of the solicitation references “unique Issues” in housing pre and post-conviction inmates. Please clarify? **It just means that we are a “unified system” meaning there can be both unsentenced and sentenced inmates housed in the same facility.**
25. Regarding page 14, Section 3.17- Can AK DOC please clarify what constitutes “substantial failure. **An example of substantial failure would be if DOC is needing a problem addressed, i.e., the contractor does not come to work on time or does not follow a regular schedule and continually comes to work at random times despite DOC addressing the issue when this occurs. If we forward this to the contract provider and they do not correct the issue or address it, that would be a substantial failure.**

**END**