

STATE OF ALASKA

Department of Corrections

Division of Institutions



Nurse Relief Services

2025-2000-0007

Amendment # 3

March 14, 2024

This amendment is being issued to Answer Q&As, see pages 2-3.

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

Q&A's – RFP 2025-2000-0007 – A3

1. What is the State's payroll work week (e.g., Sunday-Saturday)? Does each facility follow the same payroll schedule? If not, please provide the work week for each.

A – Monday thru Sunday for all facilities.

2. Sec. 3.08 Proposed Payment Procedures, please elaborate on the statement, "Billings shall be in fifteen (15) minute increments." Please provide an example of acceptable billing. For example, if a clinician works eight minutes past a 15-minute increment, does the vendor bill for another 15-minute increment?

A- Yes, the example is correct.

3. Section 4.07, Cost Proposal, Budget Narrative states, "The budget narrative must be specific to the location the offeror is proposing service. Offerors shall not comingle costs if proposing service at multiple locations because the offeror may not be awarded multiple locations." Please confirm that the four awarded vendors may be servicing any of the locations in scope and that offeror's pricing will be for ALL locations in scope. i.e., vendors only need to provide of Cost Proposal Form, not one Cost Proposal Form per location in scope.

A- No budget narrative is required.

4. Section 4, Proposal Format and Content, 4.01 Introduction, there seems to be a discrepancy in the listed order and the respective required information that is to be included. Should the Technical Proposal include the following sections:
 - a. Understanding of the Project
 - b. Management Plan for the Project
 - c. Experience and Qualifications
 - d. Methodology Used for the Project

A- The correct order is as follows.

- **Experience and Qualifications**
- **Understanding of Project**
- **Methodology Used for the Project**
- **Management Plan**

5. Section 4, Proposal Format and Content, 4.01 Introduction, regarding the order in which the proposal should be presented, should the Budget narrative be included with the Cost Proposal and not in the Technical Proposal?

A- Budget Narrative is removed from the RFP.

6. Attachment 1, Proposal Checklist appears to have the wrong RFP title. Please confirm that the RFP title should read "Nurse Relief Services." Please also confirm that the Proposal Checklist is not required to be returned with the RFP response or advise.

A- The Proposal Checklist has been corrected and included in this amendment.

7. Attachment 1, Proposal Checklist, please confirm that Alaska Business License is ONLY required to be provided IF applying for Alaska Bidder Preference or advise.

A- Correct, however, if you awarded a contract that would be required in order to provide services in Alaska.

8. Please confirm that the following attachments are for review and reference ONLY at this time and are not required to be completed and submitted with the RFP response.

- Attachment 1: Proposal Responsiveness Checklist
- Attachment 3: Proposal Evaluation Form
- Attachment 7: Request for Clearance
- Attachment 8: PREA Employment Disclosure Forms
- Attachment 9: Department Policies and Procedures 202.01 and 202.15
- Attachment 11: Personnel Security Clearance Form and User Agreement
- Attachment 12: Network Access/Security Clearance Form
- Attachment 13: FBI Criminal Justice Information Services Security Addendum
- Attachment 14: Nurse Relief Request-Approval Form

A- All documents mentioned above are examples only and do not need to be completed, with the exception of Attachment 1 that must be returned with your proposal.

9. Page 31, Sec. 6.14, Standard Contract Provisions and Attachment 10: Standard Agreement Form, will redlines to this agreement be acceptable to provide contract exceptions?

A- No, however, if awarded a contract then that can be discussed.

10. When is the anticipated award date for this solicitation given the approximate contract start date of July 1, 2024?

A- See SEC 1.11 of the RFP, it is estimated that the award date will be April 19, 2024.

END