

STATE OF ALASKA

Department of Corrections

Division of Institutions



Nurse Relief Services

2025-2000-0007

Amendment # 4

March 15, 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 – A4

1. What is the estimated budget for this contract? If unknown, please provide previous spending. **See Amendment 2.**
2. Is this a new requirement, or are there existing vendors providing the service? **No.** If so, could you list the current vendor(s) and explain how their services are procured? **See Amendment 1** Additionally, aside from the end of their tenure, are there any other reasons for releasing this solicitation? **Current contract ending 6/30/2024.** Are there any identified pain points? **None currently.**
3. Could you please provide the total number of temporary staff currently assigned? **See Amendment #2.** Alongside, provide the job classifications for each worker, the respective vendors assigning them, and their corresponding pay or bill rates. **See Amendment 1 and 2.**
4. Can you share copies of the proposals submitted by all current vendors providing temporary staffing, along with their rate and cost sheets? **See Amendment 2.**
5. What is the typical length of assignment? **See Amendment 2.**
6. Is having a local office a mandatory requirement? **No.**
7. Is the submission of a certificate of insurance & business license required alongside the proposal? **No.**
8. Could you kindly furnish a specific list of attachments and documentation necessary for proposal submission to ensure compliance? **See the issued RFP for details and all issued amendments.**
9. Can we provide a rate range per job title? **See amendment #2.**
10. What is the number of FTEs required at each location mentioned in the solicitation document? **Varies based on needs.**
11. How many FTEs, with respect to their job titles, are working under the current contract at each location? **Fairbanks (2) – Anchorage (1) – Eagle River (3)**
12. How many full-time positions are currently filled, and how many are anticipated? **See amendment #2, positions are filled as needed.**
13. According to the solicitation, four awards will be issued. Could you please explain if these will be based on location, job titles, or any other criteria? **Awards will be issued to provide services at all locations as needed.**
14. According to the solicitation, there will be a need for short-term staffing. Could you please confirm the length of assignment for each job title at each location? **Varies as needed.**
15. Please provide the number of FTEs per job title utilized at each location yearly under the previous contract. **Fiscal Year 2021 = 9 / FY22 = 11 / FY23 = 35, mostly RNs.**
16. What was the annual spending of the previous contract, and specifically for each incumbent vendor, can you please break down the spending? **AES – \$40,000.00 Annually, Maxim - \$250,405.00 Annually, Worldwide - \$800,500.00.**
17. According to the solicitation, “The department currently operates twelve institutions statewide, twelve of which are covered under this RFP. The service locations range over a vast and diverse geographical area, with several of the sites not accessible by road.” Can you please define the number of locations that are easily accessible by roads out of these 12? **Eight (8)**
18. Could you please provide the number of nurses (both full-time permanent and non-permanent employees) working at each location under the current contract? **See amendment #2.**
19. Could you please provide the exact number of past relief usage for each job title: RN **53**, LPN **0**, CNA **1**?
20. How is relief coverage currently requested under the current contract? Is it primarily on a weekly, daily, or shift-by-shift basis? **Requests are made as needed.**
21. Can you provide insight into how shifts vary across different locations, days of the week, and positions within the facility under the current contract? Are there specific patterns or trends observed in shift lengths? **Week on Week off, (Week is 7 days) (75 hours) Thursday - Wednesday**
22. How do nurses currently travel to service locations, especially those that are not accessible by road, as mentioned in the RFP? Additionally, will travel expenses be reimbursed for nurses traveling to these locations? **Contractor flies them to those locations, again rate include all direct and indirect costs.**
23. How does a firm qualify as an Alaskan bidder as per the requirement in the RFP, especially if the firm is not incorporated in Alaska? **You can't unless you meet the requirements as outlined in the RFP Section 6.12.** Additionally, if we are not considered an Alaskan bidder, will there be a deduction of 100 points from our total score? **If you do not qualify for the Alaska Bidder Preference, then yes you will not receive the 100 Points.**
24. As per Page 19, SEC. 4.03 EXPERIENCE AND QUALIFICATIONS, could you please confirm if we need to provide details of our account management team here? **No.** If so, how can we address the point mentioned in this

- section: 'itemize the total cost and the number of estimated hours for each individual named above?' We can provide the time our account team will dedicate to this contract, but how should we provide the cost associated with our team? **All rates are to include all direct and indirect costs as per the Cost Proposal Form Attachment 2.**
25. What do we need to provide under Budget Narrative? Do we need to include the pay rate markup and bill rate for each location per job title? **See amendment #3.**
26. As per Page 23 SEC. 5.04 EXPERIENCE AND QUALIFICATIONS (15%), has the firm provided letters of reference from previous clients? Kindly clarify if we need to submit reference letters with the bid. If yes, how many are required? **Yes, minimum three.** Is there any specific format for these letters? **NO.** Will references from only correctional facilities suffice, or can we provide references from other client environments as well? **Any professional references.** If so, will it affect our evaluation? **No.**
27. If we are not utilizing a subcontractor, can we write 'NONE' under the question "If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror"? **If you are not using a subcontractor, you do not need to do anything.**
28. What are the pertinent issues and potential problems under current contract? **None currently.**
29. As per Page 24, it is stated that 'To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?' Since this is a nurse staffing contract, could you please clarify if this requirement is not applicable to this solicitation? **Applies only if applicable.**
30. Kindly clarify if we need to submit State of Alaska business license under Page 27, SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES? **Not required to submit with proposal however if awarded you would need to apply as service would be provided in Alaska.**
31. According to our understanding, ALASKA BIDDER PREFERENCE points are worth 100 points in the evaluation, and there is also a 5% preference in cost for ALASKA BIDDERS. Could you kindly confirm this? **Correct.** Additionally, does the 5% cost preference also apply to Alaska Veteran Vendors? **The AK bidder's preference and the Veterans preferences are two different preferences each have 5%. See section 6 of the RFP for more details.**
32. Please provide list of attachments required to be submitted with the bid. **See amendment #3.**
33. As per Amendment 3, there are changes in the technical proposal format and the removal of the budget narrative. Can you please provide the updated solicitation document for our final reference? **The amendment is the update.**
34. Per Amendment 3, can we include all required information in one technical proposal, except for the cost proposal form, which needs to be submitted separately? **Yes, see RFP for details.**
35. According to Amendment 2, could you please clarify if the current allocated amount of \$2.5 million, which is used among the three vendors, is intended for annual use, or defined over a period of five years? **Annually, see amendment #2.**
36. Is the vendor required to submit on all job titles? **Yes.**

END