

STATE OF ALASKA

Department of Health

Division of Finance and Management Services



Youth Suicide Prevention and Postvention Community Training

RFP 2024-1600-0247/1623-099

Amendment No. One

April 24, 2024

This amendment is being issued to extend the deadline for submission of proposals; note updates and revisions to the RFP; note a revised Cost Proposal; and to provide answers to inquiries.

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

Changes to the RFP, Submittal Forms, and Cost Proposal:

Change 1: The following section of the RFP is updated:

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received prior to 2:30 p.m. prevailing Alaska time on Monday, May 13, 2024. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

Change 2: The following section of the RFP is updated:

SEC. 1.11 RFP SCHEDULE

The RFP schedule set out herein represents the State's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Standard Time.

ACTIVITY	TIME	DATE
RFP Released		4/10/2024
Question Deadline	12:00 p.m. AKST	5/2/2024
Proposal Due Date	2:30 p.m. AKST	5/13/2024
Proposal Evaluations Complete		5/20/2024
Notice of Intent to Award		6/3/2024
Contract Issued		6/13/2024

This RFP does not, by itself, obligate the State. The State's obligation will commence when the contract is approved by the Commissioner of the Department of Health, or the Commissioner's designee. Upon written notice to the contractor, the State may set a different starting date for the contract. The State will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the State.

Change 3: The following section of the RFP is revised:

SEC. 3.02 DELIVERABLES

In place of: "The contractor will be required to provide the following deliverables:

1. One (1) youth leadership training per contract year.
2. Two (2) prevention plans developed with unduplicated communities per contract year.
3. Two (2) postvention plans developed with unduplicated communities per contract year."

substitute the following:

"The contractor will be required to provide the following deliverables:

1. One (1) youth leadership training per contract year.
 2. Two (2) suicide prevention training and planning sessions with unduplicated communities per contract year.
 3. Two (2) suicide postvention training and planning sessions with unduplicated communities per contract year."
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Change 4: The following section of Submittal Forms A-F attachment is revised:

In place of Attachment 1 Submittal Forms A-F, Submittal Form F, #5 reading, "Offerors must provide the resumes of the project manager and project staff,"

substitute the following:

"Offerors must provide the resumes of the project manager and project staff. This will not count against the page limit as outlined in RFP Section 4.02."

Change 5: The following Cost Proposal attachment is revised:

In place of the following attachment: 2024-1600-0247_1623-099 Attachment 2 - Submittal Form G - Cost Proposal.xlsx

substitute the following attachment:

2024-1600-0247_1623-099 Attachment 2 - Submittal Form G - REVISED Cost Proposal.xlsx

The following inquiries are here presented and answered:

Question 1. SEC. 3.07 LOCATION OF WORK: We noticed that travel costs are not part of the cost proposal form that you provided. The RFP requires that the price proposal list travel costs (travel, per diem, lodging). Where would travel costs be listed if not on the cost proposal form (Attachment 2: Submittal Form G Cost Proposal Form). Are the travel costs to be counted within the budget defined in the proposal?

Answer 1. Offerors' travel costs are to be built into their cost proposals. See Revised Cost Proposal attached to include a new line for travel.

Question 2. SEC. 3.02 DELIVERABLES[:] Can any of the activities be delivered virtually (if they have been designed to be offered remotely and cannot for some reason be offered in person)?

Answer 2. The Youth Suicide Prevention and Postvention Community trainings are required to be delivered in person, as some communities do not have the internet infrastructure to support virtual trainings. Suicide prevention e-learning trainings for behavioral healthcare and other healthcare professionals are required to be delivered remotely.

Question 3. SUBMITTAL FORM E: Can you define what "Management Plan of the Project" is specifically? Do you want this in a narrative or a table format?

Answer 3. Reference RFP 2024-1600-0247/1623-099, Section 4.07 - Management Plan for the Project (Submittal Form E): "Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and how the plan will serve to accomplish the work and meet the State's project schedule.

Offerors must also identify any potential issues, risks, or problems they foresee with this project and how they will address them."

Question 4. SUBMITTAL FORM F: Mandatory Requirements: Is there a preferred method for submitting the resumes as well as research articles? Should they be in the body of/attached to the email or a link inside of the submittal form?

Answer 4: Reference RFP 2024-1600-0247/1623-099, Section 1.07 – Return Instructions: “Offerors must submit their proposals via email. The technical proposal and cost proposal must be saved as separate documents and emailed to doh.procurement.proposals@alaska.gov as separate attachments labeled ‘Proposer Name – Technical Proposal’ and ‘Proposer Name – Cost Proposal.’ (‘Proposer Name’ is offeror’s name). The email subject line must contain the RFP number and proposer name.”

For research article, reference RFP 2024-1600-0247/1623-099 Submittal Forms, Submittal Form F, Mandatory Requirements, #4: “Offerors must provide at least one (1) article or paper published within the last ten (10) years, in a peer-reviewed journal or scientific publication, to demonstrate that offeror’s training curricula have been validated through a systematic research process and has a thorough evidence base. This will not count against the page limit as outlined in RFP Section 4.02. Alternately, a link to article(s) may be provided. Link must not require credentials to access; or, if page cannot be made public, credentials must be included.”

Question 5: SUBMITTAL FORM G: There is a column for reporting number of hours per month. However, activities will not be delivered monthly[,] so it is not clear how to calculate this. Is it possible to report how many activities or days per year rather than number of hours per month which would align with the way the deliverables will be implemented?

Answer 5: No. Activities will be logged in hours per month, and if there are no activities that were delivered in the month then the amount logged is zero.

End of Amendment