

STATE OF ALASKA

Department of Health
Office of the Commissioner



AMERICAN SOCIETY OF ADDICTION MEDICINE TREATMENT CRITERIA TRAINING

RFP 2025-1600-0048

Amendment 2

September 6, 2024

This amendment is being issued to update the Request for Proposal (RFP) and answer questions submitted by potential offerors.

Offerors must use Submittal Form A – Offeror Information to acknowledge the amendments.

A handwritten signature in blue ink that reads "Jackie Lea".

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Changes to the RFP:

Change 1: This amendment is being issued to extend the deadline for the receipt of proposals to 2:00 p.m. Alaska Time on September 18, 2024.

Questions submitted by potential offerors and answers from the State:

Question 1: SEC. 3.02 DELIVERABLES A.

“The trainings, along with any necessary follow-up sessions, must take place between September 15, 2024, and September 1, 2027 (October 15, 2024-September 1, 2027 per Amendment 1)”.

What is meant by this statement: “any necessary follow-up sessions? What does this entail?”

Answer: Any necessary follow-up sessions include any meetings needed to support participant understanding of the training.

Question 2: SEC. 3.02 DELIVERABLES B 3.

“The vendor will be required to conduct recruitment of providers for these trainings in collaboration with DBHD. Marketing efforts should occur at least six weeks before each training”.

- a. Will DBH provide target audience contact information (target audience names, titles, organizations/agencies, email address, mailing address, or other contact information) to the selected vendor?
- b. How will DBH assist with marketing and recruitment of participants?

Answer:

- a. DBH in conjunction in conjunction with the vendor via meetings and emails will identify target listservs that include the points of contact for those listservs including names, titles, organizations/agencies, email addresses, and mailing addresses.
 - b. DBH in conjunction with the vendor via meetings and emails will identify target listservs that include the points of contact for those listservs including names, titles, organizations/agencies, email addresses, and mailing addresses.
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Question 3: SEC. 3.02 DELIVERABLES B 5.

“Moreover, the vendor will be required to incorporate program evaluation to assess changes in knowledge, attitudes, and skills before and after taking this training. Prior to the commencement of any training, a program evaluation plan must be submitted by December 30, 2024. The final program evaluation report must be submitted no later than September 29th, 2027”.

What information or data is required in the program evaluation plan that must be submitted by December 30, 2024?

Answer: The vendor and DBH will work together via emails and meetings to identify program evaluation questions, objectives, measures, data collection methods, and reporting methods to develop out the evaluation plan by December 30, 2024. The data will be based on this in addition to the required information outlined in the RFP:

- 1. Number of trainings that took place during the specified time period;
 - 2. Number of people trained by credentials, type of organization, organization, and position in the organization;
 - 3. Major accomplishments, and outcomes achieved.
 - 4. Progress achieved in addressing the needs of diverse populations (e.g., racial/ethnic minorities, LGBTQ+, older adults) and implementation of targeted interventions to promote behavioral health equity
 - 5. Description of barriers and how you have addressed them. Include any barriers still left to address.
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Question 4: SEC. 4.02 SPECIAL FORMATTING REQUIREMENTS

- a. For the Submittal Forms, what is your preferred format? Should they be a Microsoft Word or PDF document?
- b. If the documents are expected to be in Microsoft Word, must the table format that is in the original RFP document be used or may the narrative be submitted in the document without the table format?

Answer:

- a. The submittal forms should be returned on a PDF document.
 - b. See above response.
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Question 5: SEC. 4.05 UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C)

Is this the section in which we should present our proposed Scope of Work and description of WHAT we will offer in our trainings?

Answer: Yes.

Question 6: SEC. 4.06 METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D)

Is this the section in which we should present HOW we will deliver our proposed Scope of Work (sequence and timing)?

Answer: Yes.

Question 7: FORM C: UNDERSTANDING OF THE PROJECT

Is this referring to our interpretation of the project and reflecting the deliverables and needs OR our expertise and how that aligns with the requirements?

Answer: Both.

Question 8: FORM D: METHODOLOGY USED FOR THE PROJECT

Is this referring to how we will be delivering learning and evolving the project OR implementation?

Answer: Both.

Question 9: FORM B: COMPREHENSIVE NARRATIVE STATEMENT #1 Illustrate their understanding of ASAM 4th Edition.

Is this referring to our expertise OR asking us to articulate and demonstrate our knowledge of the 4th Edition?

Answer: This is asking you to articulate and demonstrate your knowledge of the 4th edition.

Question 10: FORM B: COMPREHENSIVE NARRATIVE STATEMENT #2 Illustrate their understanding of the differences between ASAM 4th Edition and ASAM 3rd Edition.

Is this referring to our expertise in 3rd and 4th Edition OR asking us to articulate and demonstrate our knowledge of the differences?

Answer: It's asking you to articulate and demonstrate your knowledge of the differences

Question 11: SEC. 3.02 B 5.

Can you please define your expectations of Program Evaluation? Are you looking for quality of training and knowledge and skills acquisition OR are there other specific measures you wish to evaluate pre and post training?

Answer: We're looking for quality of training and knowledge and skills acquisition.

End of Amendment 2