

STATE OF ALASKA

Department of Health

Division of Finance and Management Services



Family Engagement and Leadership Training (FELT)

IRFP 1625-010

Amendment No. One

October 30, 2024

This amendment is being issued to respond to questions received and extend the deadline for receipt of proposals.

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 IRFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the IRFP remain the same.

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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Changes to the IRFP:

Change 1: The following section 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, November 18, 2024. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

Change 2: The following section is updated:

SEC. 1.12 IRFP SCHEDULE

The IRFP 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
IRFP Released		Thursday, October 17, 2024
Question Deadline	12:00 p.m. AKST	Thursday, November 7, 2024
Proposal Due Date	2:30 p.m. AKST	Monday, November 18, 2024
Proposal Evaluations Complete		Friday, November 22, 2024
Notice of Intent to Award		Monday, November 25, 2024
Contract Issued		Friday, December 6, 2024

This IRFP 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.

The following questions are here presented and answered:

Question 1. Section 3.02 - number 8 - Is the requirement to provide technical assistance within 48 hours meant to reflect 48 hours over two working days or two consecutive days? Stated another way, are you expecting contractors to provide technical assistance over weekends and holidays for registrations that come in less than 48 hours before a weekend or holiday?

Answer 1. Two working days.

Question 2. Section 3.02 - number 11 - Is there a current list of committees, coalitions, boards, etc. that the contractor will maintain or will this list need to be created by the contractor?

Answer 2. There is not a current list, however the Section of WCFH has extensive connections and will help the contractor create an initial list. We would expect that the contractor do further research/outreach to keep an active list going.

Question 3. Section 4.04 - The requirement for a letter of reference from a previous employer/contracting agency for each team member is different from what we've seen in previous grants/contracts. Typically, the focus of a letter of reference/support is on the experience and capacity of the entire organization, not individual team members. Can you explain the purpose for this requirement and if there is any flexibility in how it is met?

Answer 3. What we're seeking is some sort of documentation from past partners that highlights the individual strengths of the members of the team assigned to this project. Organizational references are fine, but we'd like to learn more specifics about the team members who have experience in similar projects.

Question 4. The \$50 graduation stipend for the participants, is that something that needs to be included in the consultant's project budget or [w]ill that be supplied by the Division of Public Health?

Answer 4. Build it into the proposed budget.

Question 5. Is there a way to view the online training modules without signing up as a participant?

Answer 5. If they want to view the modules ahead of time, they'll have to sign up online. Everything is web-based.

Question 6. Confirmation that the bi-weekly reference in deliverable 7. indicates (twice a week) not every other week connection and networking opportunities.

Answer 6. Every other week.

End of Amendment