

STATE OF ALASKA

Department of Health

Division of Finance and Management Services



Family Engagement and Leadership Training (FELT)

IRFP 1625-010

Amendment No. Two

November 7, 2024

This amendment is being issued to provide answers to inquiries and to correct an administrative error.

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

Change to the IRFP:

Change: The following section is revised:

SEC 4.09 COST PROPOSAL

In place of IRFP Section 4.09 – Cost Proposal reading, “SEC. 4.09 COST PROPOSAL (SUBMITTAL FORM H) Offerors must complete and submit this Submittal Form. Proposed costs must all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the State. No additional charges shall be allowed[,]”

substitute the following:

“SEC. 4.09 COST PROPOSAL (SUBMITTAL FORM **G**)

Offerors must complete and submit this Submittal Form. Proposed costs must **include** all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the State. No additional charges shall be allowed.”

The following inquiries are here presented and answered:

Question 1: Deliverable #2. The minimum number of FELT participants is 30 annually. Does this include a calendar year (Jan to Dec 2025) or the project period, approximately November 15, 2024 to December 31, 2025? How would we report on those actively taking the training if they are doing so within the 30 days prior to the contract end date when the annual report is due 30 days prior to the contract end date?

Answer 1: Calendar year. It will take time from the start of the contract to 12/31 to create outreach materials, start recruiting, etc. Any participant who starts the training before 1/1/25 will be considered part of the 30 minimum for the year.

Question 2: Deliverable #3. What is the expectation for the creation and distribution of outreach materials? Are there existing materials for the FELT training to work from or would we be designing a branding and design strategy? More information on the materials will help us determine the budget for outreach materials.

Answer 2: The State does not currently have outreach materials; these will have to be created in partnership between the State and the vendor. These materials should include the DOH and DPH logo, as well as the vendor logo (if applicable), otherwise they do not need to be super fancy. We just want a way to get the information out.

Question 3: Deliverable #4. [Company A] manages an existing Moodle training and we do not have access to any of the back-end pieces (For example, who has registered/reporting/etc.). We currently have to go through our contact at the State to make any changes or create reports. Will the process with Moodle be the same for the FELT modules or would we have the back-end access to the platform?

Answer 3: The vendor will have access to Moodle on the back-end.

Question 4: Deliverable #5 and #6. For the online forum component of the training, is that feature already part of the Moodle platform and would we have direct access to oversee the forum through Moodle?

Answer 4: It is a component of the Moodle platform and just needs to be added. The vendor would have access to maintain/control the forum through the previously mentioned access to Moodle on the back-end.

Question 5: Does the FELT training require accreditation? If so, for which standards (i.e. joint accreditations for which professions, for foster parent training hours, [Company A], etc.)? If relevant, is the relevant accreditation current and would it need to be renewed during the project period? Would we be responsible for managing the accreditation process?

Answer 5: FELT training does not require accreditation.

Question 6: Do the participants taking the FELT training receive credit hours? If so, for which certifications do the credit hours apply?

Answer 6: No, this is not the plan at this time.

Question 7: Deliverable #7. Can you confirm that the biweekly connection and networking opportunities for all FELT participants refers to providing these opportunities every other week? If we already hold family and community participation opportunities such as a [Company A] Partnership meeting, would that qualify as a connection and networking opportunity?

Answer 7: No. This is specifically for FELT participants to connect and discuss the training materials.

Question 8: Page 12 - Anonymity Requirements. Are Submittal Forms A, F, and G considered anonymous documents?

Answer 8: No.

Question 9: Page 13 - Submittal Form B. Is the requirement to provide one letter of reference from a previous employer or contracting agency for which we have performed a similar project required for each project team member or a letter of reference for [Company A] as an organization?

Answer 9: Reference RFP Amendment No. 1, Answer 3.

Question 10: Is indirect expense an allowable expense. Is the de minimis rate 10% or 15% per the new Federal de minimis rate?

Answer 10: Reference IRFP 0625-010, Section 4.09 – Cost Proposal. All vendor costs must be factored into their cost proposals. No charges outside of those identified on cost proposals will be allowed.

Question 11: Submittal Form G - Cost Proposal. For Deliverable #3, for example, how should real costs for outreach materials be displayed using an hourly rate? Should a cost proposal include an hourly rate for the project team as a whole or be broken out by team member?

Answer 11: As a whole for the project team is fine. For deliverables where both materials and personnel time is needed (such as outreach), estimate the hours taken and the total cost for the materials.

Question 12: The Cost Proposal sheet does not allow for straight costs of items and it is cell protected and only allows rate and number of hours to be edited. Where should we reflect this cost?

Answer 12: Proposed costs must be all-inclusive, to include direct and indirect expenses.

Question 13: The Cost Proposal sheet does not total and is cell protected I just want to clarify that, the nontotal is by design.

Answer 13: This has been corrected with the addition of Row 18 on a revised cost proposal posted. Note that Cell 18E is protected and will also automatically compute. **Offerors must use the revised cost proposal.**

End of Amendment