

STATE OF ALASKA

Department of Health

Division of Finance and Management Services



Family Engagement and Leadership Training (FELT)

IRFP 1625-010

Amendment No. Four

December 4, 2024

This amendment is being issued to provide updates to the IRFP and attachments, correct an administrative error, 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 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 IRFP:

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

Change 2: The following IRFP 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, December 12, 2024
Proposal Due Date	2:30 p.m. AKST	Wednesday, December 18, 2024
Proposal Evaluations Complete		Monday, January 6, 2025
Notice of Award		Friday, January 10, 2025
Contract Issued		Tuesday, January 21, 2025

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.

Change 3: The following IRFP section is updated:

SEC. 3.02 - DELIVERABLES

Deliverable 3 – “Create and distribute outreach materials in a variety of modalities in partnership with WCFH” – has been removed, and the (now) deliverable 9 references deliverable 8, rather than the formerly deliverable 9.

Change 4: The following IRFP section is updated:

SEC. 4.04 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B)

In place of, “Offerors must provide each team member’s resume and one (1) letter of reference from a previous employer or contracting agency for which they performed a similar project. Resumes and letters of reference will not count against page limits for Submittal Form B[,]”

substitute the following:

“Offerors must provide one (1) letter of reference for the offeror on a similar project. The letter of reference will not count against the page limitation referenced in Section 4.02, Special Formatting Requirements.”

Change 5: The following IRFP section title is corrected:

SEC 4.09 COST PROPOSAL (SUBMITTAL FORM H)

is corrected to read:

SEC 4.09 COST PROPOSAL (SUBMITTAL FORM G)

Change 6: The following IRFP section is updated:

SEC 4.09 COST PROPOSAL (SUBMITTAL FORM G)

In place of, "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:

"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. Indirect costs must not exceed 10% of the total proposed budget. 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."

Change 7: The following submittal form is updated:

SUBMITTAL FORM F – MANDATORY REQUIREMENTS

In place of, "The following are mandatory requirements. The offeror **must** confirm they meet each requirement and provide an explanation (up to 500 word maximum for each requirement) in the Explanation section at the end of this document to demonstrate their acknowledgement and how they meet each related requirement. **A 'No' selection or failure to provide an explanation will cause the proposal to be deemed non-responsive.** Make sure to indicate start and end dates for any requirements that have time requirements and provide sufficient detail to ensure the procurement officer can adequately determine the requirements are met[.]"

substitute the following:

"The following are mandatory requirements. The offeror **must** confirm they meet each requirement and provide an explanation (up to 500 word maximum for each requirement) in the Explanation section at the end of this document to demonstrate their acknowledgement and how they meet each related requirement. **A "No" selection or failure to provide an explanation will cause the proposal to be deemed non-responsive.** Make sure to indicate start and end dates for any requirements that have time requirements and provide sufficient detail to ensure the procurement officer can adequately determine the requirements are met."

Note that Mandatory Requirement No. 1 must be accompanied by Explanation No. 1 in the Explanation section at the bottom of Submittal Form F; Mandatory Requirement No. 2 must be accompanied by Explanation No. 2 in the Explanation section at the bottom of Submittal Form F; and Mandatory Requirement No. 3 must be accompanied by Explanation No. 3 in the Explanation section at the bottom of Submittal Form F.

Change 8: The following submittal form is updated:

SUBMITTAL FORM G – COST PROPOSAL

The cost proposal is updated in five ways:

1. Instructions (row 2) have been updated to include information pertaining to update number 4 below.
2. Deliverable 3 – “Create and distribute outreach materials in a variety of modalities in partnership with WCFH” – has been removed.
3. The (now) deliverable 9 references deliverable 8, rather than deliverable 9.
4. Rows 17 and 18 have been added to record separate totals for direct costs and indirect costs, respectively. See instructions referenced in Change 8, number 1 above.
5. Row 21 reflects the updated deadline for receipt of proposals. (See also Change 1 and Change 2 above.)

In the case of this update 8, the submittal form itself has been revised and posted. **This revised Submittal Form G – Cost Proposal must be utilized when submitting proposals.**

End of Amendment