

STATE OF ALASKA

Department of Health
Division of Public Health



Tobacco Prevention Youth Engagement

RFP 2024-1600-0328

Amendment # 1

December 6, 2024

This amendment is being issued to answer questions submitted by potential offerors.

Offerors should use Submittal Form A – Offeror Information to acknowledge this amendment.

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Questions submitted by potential offerors and answers from the State:

Question 1: Regarding Deliverable #6 on page 9 of the RFP: “Identify and connect with 2-3 other youth engagement programs...” and “work with youth groups to provide logistical support and planning facilitation to ensure authentic youth engagement”

Does this deliverable refer to the contractor engaging with youth in programs, or providing training to adults working with youth?

Answer: Deliverable 6 is specific to the project’s direct youth engagement component (Deliverables 7, 8 &9) and relates to joint training opportunities for youth who participate in similar, youth engagement programs (youth groups).

Question 2: Under Section 4.04 Experience & Qualifications, can you please restate the number of letters of reference you require. From the three bullets listed below, it appears you want a minimum total of 7 letters? Is that correct?

- Experience working on health or social service projects within rural communities. (Offerors must include at least one letter or reference from a rural community organization/member to exemplify this experience.)
- Three letters of support from community organizations which demonstrate the offeror’s success implementing youth peer-to-peer education and engagement programs, including rural communities.
- Three letters of reference which demonstrate specific areas of expertise as outlined in 4.04.
- Additional letters of support from community members, educators, and/or school administrators.

Answer: The letter requirements are in place to help the Proposal Evaluation Committee evaluate the specific experience and qualifications of the vendor in relation to the RFP requirements. This includes letters of support from community-based organizations which demonstrate offeror’s past successes and experience, as well as letters of reference demonstrating the vendor’s specific areas of expertise as outlined in 4.04 and other letters of support. Offerors are encouraged to carefully review the required expertise to determine whether one letter can clearly address more than one requirement for the RFP and will provide the Proposal Evaluation Committee with a clear document to evaluate these requirements. If letters are unable to address more than one requirement, then a minimum of 7 letters are required.

Question 3: For the budget, do you want the salary of the 2 FTE positions spread across the deliverables or is their full salary in Deliverable 1 only? Some of the deliverables, the only cost is personnel.

Answer: Please see changes to the RFP below.

Change to RFP

Cost Proposal Submittal Form H has been updated to include the following changes:

Please provide the personnel costs for Deliverable 1 into the respective Deliverables (2-10) where work will be performed.

End of Amendment #1