

# STATE OF ALASKA

Department of Corrections  
Division of Administrative Services



## Mental Health Clinician Team

2025-2000-0244

**Amendment #1**

February 6, 2025

**This amendment is being issued to address a Q&A with potential offerors.**

**Important Note to Offerors:** This Amendment is being issued for informational purposes only. This document does not need to be returned with your proposal. All other terms and conditions of the RFP remain the same.

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## Q&A:

**Question:** What would be the number of awards you intend to give?

**Answer:** *The department will only award a single offeror with a contract for this service.*

**Question:** What are the estimated funds that are to be allocated for this contract?

**Answer:** *Department of Corrections, Division of Health and Rehabilitation Services, has a limited budget for this project and negotiations may be necessary. The department is not disclosing a specific budget at this time.*

**Question:** Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

**Answer:** *This is a new contract to the department. There are no incumbents.*

**Question:** Are there any pain points or issues with the current vendors.

**Answer:** *This is a new contract to the department. There are no current vendors.*

**Question:** Could you please share the previous spending on this contract, if any?

**Answer:** *This is a new contract to the department. There is no previous spending to share.*

**Question:** Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

**Answer:** *Subcontractors may be used to perform work under this contract. Subcontractors are not a mandatory requirement. If a contractor chooses to utilize subcontractors, it is the responsibility of contractor to set specific goals for the subcontractor.*

**Question:** Can we submit good faith efforts if we are unable to find a subcontractor?

**Answer:** *Subcontractors may be used to perform work under this contract. Subcontractors are not a mandatory requirement.*

**Question:** How many positions were used in the previous contract (approximate)?

**Answer:** *This a new contract to the department. There was no previous contract. The department is in need of three (3) mental health clinicians (MHCs) to provide the services under this contract.*

**Question:** How many positions will be required per year or throughout the contract term?

**Answer:** *The department is in need of three (3) mental health clinicians (MHCs) to provide these services. The department does not anticipate any more positions than previously outlined in the RFP to be needed for services.*

**Question:** If we are required to submit proposed candidates at the time of award, would it be possible to replace them with candidates who have similar or enhanced skill sets if they are unavailable at that time?

**Answer:** *Yes. However, they will need to be approved by the department before starting services.*

**Question:** Can we provide hourly rate ranges in the price proposal?

**Answer:** *The preference of the department is that offeror submit their cost proposal with a set hourly rate. If an offeror submits a cost proposal with an hourly rate range, the department will select the higher hourly rate of the range for evaluation purposes.*

**Question:** Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

**Answer:** *This RFP is for on-site behavioral health services only. Remote operations will not be accepted.*

**Question:** Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

**Answer:** *Yes, resumes are required at the time of proposal submission. The department requires actual resumes for proposed candidates.*

**Question:** Could you please provide the list of holidays?

**Answer:** *A list of State of Alaska holidays can be found at the following link:*  
[calendar2025-holiday.pdf](#)

**Question:** Are there any mandated Paid Time Off, Vacation, etc.?

**Answer:** *Contracted staff do not accrue paid time off (PTO) or vacation hours. It is up to the contractor to determine how they manage PTO, vacations, etc. for their staff.*

**Question:** What Licensed Counselor acronyms will be accepted? For example, LCSW, LPC, LMFT, etc.

**Answer:** *The department will accept any master's level clinical license for this service.*

**Question:** How often does the 5% prompt payment discount get applied to our invoices? For example, 100% of the invoices discounted at 5%.

**Answer:** *The discount will be applied to all invoices paid within 15 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later.*

**Question:** **SEC. 3.20 INDEMNIFICATION** – Can we add mutual indemnification?

**Answer:** *No. A State official may not enter into an unqualified indemnification agreement in the absence of an existing appropriation to cover the potential payment that may be required of the state. To find otherwise could create a financial obligation of the state without prior legislative authorization in contravention of article IX, section 13 of the Alaska Constitution and AS 37.05.170.*

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