

STATE OF ALASKA

Department of Health
Division of Behavioral Health



DBH Substance Use Disorder (SUD) Treatment Training Facilitator

RFP NUMBER 2025-1600-0211

Amendment #1

Date: February 26, 2025

This amendment is being issued to respond to all questions submitted by potential offerors and to provide additional important information. A section that answers questions from potential offerors and where changes are made to the RFP follows.

Offerors must 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: With the RFP Schedule (Sec. 1.11), April 2, 2025 is indicated as the contract issued - What is the end date for this three year contract? Is the contract to follow a fiscal year calendar for FY26, FY27 and FY28?

Answer: The contract will be issued during state fiscal year 2025 and will end during state fiscal year 2028. The funding source for this contract is federal funding and this is why in section 3.03 there are federal timelines referenced for the end of the year reporting. The State will be reporting to the federal funder the activities that occurred during those timeframes. Section 1.11 identifies the state's best estimate of the schedule. The RFP is updated to read "approximate three-year resultant contract in Sections 1.01 and 3.02.

Question 2: On the reporting schedule under Sec. 3.03 deliverables, 6. Reports: The timeline for reports both midyear and end-of year do not seem correct (end of year reports September 29th, 2025 for time frame Sept 29th, 2024 - Sept 29th, 2025) etc. and the Contract start date of June 30, 2025 and does not match the April 2, 2025 contract issued date. Please clarify the reporting schedule dates and the three year contract dates (start date and finish date)?

Answer: SEC 3.03 is modified and report schedule is shown in table format to better depict reports for Quarterly, Mid-Year and Annual reports. Please see information in changes 4 and 5 in the following pages of this amendment.

Question 3: "Subcontractors" seems to have conflicting information. It reads:

"Subcontractor experience shall not be considered in determining whether the offeror meets the requirements set forth in Submittal Form F – Mandatory Requirements. Offerors must be specific in Submittal Form F as to which subcontractor(s) defined in Submittal Form G – Subcontractors they are citing to meet the specific requirement listed in Submittal Form F."

The first sentence indicates that subcontractor experience will not be considered as to whether the offeror meets the requirements of Form F, but the following sentence says that the offeror must be specific on Form F as to what criteria the subcontractor is meeting, seemingly indicating that subcontractor experience will be considered. We would appreciate clarity as to the intention of this section.

Answer: Subcontractors are not required to meet the mandatory requirements such as the offeror must meet. The 2nd sentence of the referenced paragraph above is removed. The offeror must meet all mandatory requirements of Submittal Form F. See Change 6 in the following pages of this amendment.

Question 4: What is the intention of the "correspondence courses" language? This seems antiquated and we want to have clarity as to whether the intention is to have mailed-out courses or if digital/online courses will meet the requirements.

Answer: Digital, online courses is the intent of the language.

Question 5: Is it the intention of the contract deliverables to have the offeror develop 60 correspondence trainings or develop a system that would facilitate the delivery of 60 courses over three years for no or low cost?

Answer: Both. The contractor will be responsible for developing the system, based on identified needs from the needs assessment and deliver the 60 courses or subcontract to have the courses delivered.

Question 6: In section 3.03, it reads "The contractor will submit an invoice and report for each training for reimbursement." Are these payments outside/in addition to other contractual payments?

Answer: No, the intent with this language is to convey that invoices should include a progress report attached that identifies progress towards each deliverable.

Question 7: Under SEC. 1.01 Purpose of the RFP: there is reference to the contracted facilitator may "...provide free or low-cost trainings...". Please clarify that yes or no, the contracted facilitator may offer all of the required/expected training in this proposal for a low-cost fee?

Answer: Yes.

Question 8: SEC 2.01 Background Information: Can any-time training (computer based accessed courses that can be completed by professionals on their own time schedule and pace) be used instead of correspondence courses?

Answer: Yes.

Question 9: SEC. 3.03 Deliverables: 3. Correspondence Training Courses; c. Correspondence training schedule: Under i. Trainings will be identified by 9/30/25 – does this refer to all 60 expected correspondence courses for the contract or just the first 20 expected in the first year of the contract? Also, at the end of the three-year contract, who will be the "owner" of the trainings (in-person, distance delivered, anytime/correspondence courses) developed during the contract? Who will "own" the website?

Answer: Yes, for all 60 as the needs assessment will be a process to help identify these. At the end of the contract the DBH will not be the owner of the website.

Question 10: Please clarify SEC 3.03 Deliverables 2. Training and Delivery – In this section, instructions indicate a minimum of 8 quarterly in person trainings, plus 3 virtual statewide accessible /live distance delivered trainings and 3 specialized trainings targeting rural locations to take place between October 1, 2025 – September 1, 2027 – This is a minimum of 14 required training sessions. Under Required Training Sessions: The number is listed as 32 training sessions for the three-year contract and under SEC. 1.01, it reads that the contracted facilitator will coordinate “to deliver at least 30 live targeted training sessions during the three-year resultant contract...” and this is again mentioned under SEC. 2.01 Background Information 2. Coordination and Provision of Training: “...and offer at least 10 targeted trainings each fiscal year...” which comes to a total of 30 training sessions – Please clarify what is the minimum number of required training sessions expected under what specific timeline dates?

Answer: A “Timeline and Training Type Summary” table has been added to SEC 3.03 at the bottom of Deliverable 4 to summarize the timeline, training type, number of trainings, and any associated requirements.

Question 11: Under SEC. 3.03 Deliverables 4. Sub-deliverables: d. DBH Program Manager Approval – There is reference to “academies” as noted in “DBH Program Manager must have approval on the course work. (for example, we must see and approve all slides in advance of actual academy). Program Manager must have the ability to drop in and observe any training at any time the academies are in session.” Please clarify the definition of academy/academies and is/are academy/academies listed elsewhere in the RFP?

Answer: The use of the term "academy" is an error. Vendor is required to submit an outline of all training topics and objectives of each training with the program manager for approval before training is provided.

Question 12: The RFP Schedule (SEC. 1.11), April 2, 2025 is indicated as the contract issued - What is the end date for this three-year contract? Is the contract to follow a fiscal year calendar for FY26, FY27 and FY28?

Answer: See response to #1 above.

Question 13: On the reporting schedule under SEC. 3.03 Deliverables, 6. Reports: The timeline for reports both midyear and end-of year do not seem correct (end of year reports September 29th, 2025 for time frame Sept 29th, 2024 - Sept 29th, 2025) etc. and the Contract start date of June 30, 2025 and does not match the April 2, 2025 contract issued date. Please clarify the reporting schedule dates and the three-year contract dates (start date and finish date)? In addition, there is this sentence: “The contractor will submit an invoice and report for each training for reimbursement.” For clarification, this project contract will be or not be a Reimbursable Services Agreement? And, are invoices and report for each training for reimbursement an expected requirement?

Answer: See response to #2 above for clarification on reporting schedules. This contract is not a Reimbursable Services Agreement. See response to #6.

Question 14: Under SEC. 3.08 Location of Work: "...the contractor will be paid \$60 per day per employee that is traveling." Is this the correct amount?

Answer: Correct, per AAM.60 this is the daily per diem amount for Meals and Incidental Expenses which can be charged per day in accordance with AAM.60 Travel Guidelines.

Question 15: Is there any flexibility in the due date? Based on answers to the following questions, we would likely need additional time to put together a response and coordinate with subcontractors.

Answer: No.

Question 16: Page 7 identifies at least 10 targeted trainings each fiscal year based on identified crosswalk needs and page 8 identifies delivery of at least 30 live training sessions during the three-year contract period to meet certifications requirements and address identified gaps which is aligned with 10 trainings per fiscal year. However, page 9 identifies that 32 trainings are required over the course of the contract. Please clarify the total number of live trainings required.

Answer: See response to #10 above.

Question 17: Is there flexibility in the timeline for identifying and posting correspondence trainings? The timeline for the RFP identifies a six-month period for assessment (April – September) and that the first 20 correspondence trainings must be posted by September 30th. The identification of trainings overlaps with the assessment period and may mean that trainings need to be identified prior to the completion of the assessment.

Answer: Yes, with approval from program manager after vendor submits a justification that is grounded in the data collected and progress completed towards the needs assessment.

Question 18: Is there flexibility in the number of correspondence trainings to be offered or the budget? There is concern that the budget will not support the development of 60 new correspondence trainings over the course of the three-year project period and would not be sufficient to pay subcontractors to develop or allow use of that number of existing trainings.

Answer: No. The intent is that there be a coordinated effort to make available or provide access to existing correspondence courses. They do not necessarily need to be recreated or newly developed.

Question 19: Sec. 3.09 Subcontractors identifies that: "Subcontractor experience shall not be considered in determining whether the offeror meets the requirements set forth in Submittal Form F – Mandatory Requirements. Offerors must be specific in Submittal Form F as to which subcontractor(s) defined in Submittal Form G – Subcontractors they are citing to meet the specific requirement listed in Submittal Form F." Can you please clarify whether or not subcontract experience will be considered when meeting the Mandatory Requirements in Submittal Form F?

Answer: See response to #3 above.

Question 20: There are five requirements listed on Submittal Form F – Mandatory Requirements and seven experiential criteria listed in Sec. 4.04 Experience and Qualifications. Are all 12 of these requirements mandatory? Can subcontractors be used to meet the criteria outlined in the experience and qualifications section?

Answer: Submittal Form F – Mandatory Requirements lists the minimum mandatory requirements that the offeror must have in order to be responsive to this solicitation. SEC 4.04 Experience and Qualifications is an evaluative aspect which is evaluated and scored by the proposal evaluation committee. Submittal Form B – Experience and Qualifications can include details on how subcontractor experience and qualifications in SEC 4.04 are met and will be evaluated.

Question 21: Do the training examples described in the Mandatory Criteria numbered 2, 3 and 4 have to be specifically related to behavioral health and/or substance use disorder topics?

Answer: No.

Question 22: Is this RFP for one person or an agency?

Answer: The RFP does not prescribe one or the other but does prescribe the mandatory requirements offeror (whatever the organization structure) must meet in Submittal Form F in order to be responsive.

Question 23: When it states that 20 correspondence courses must be added each year of the grant cycle does it mean 20 unique curriculums per year (indicating 60 unique curriculums by the end of year 3) or is it 20 offerings with some being repeated courses?

Answer: 20 unique correspondence courses. Also, see response to #10 above.

Question 24: In regard to correspondence curriculums, is there a minimum length of course in terms of time?

Answer: Courses must meet criteria for continuing education units that apply towards certification with the ACBHC.

Question 25: Does the website and correspondence training need to be provided through a Learning Management System (LMS), or will a website that provides for secured log-in and access to available correspondence training and materials be adequate for the requirements of a website platform?

Answer: The latter would be adequate.

Question 26: We are currently working with a contractor that has extensive experience in both the development of a matrix crosswalk, as well as conducting needs assessments for organizations. Would we be able to utilize their experience to meet the projects mandatory requirements?

Answer: The offeror must meet all mandatory requirements of Submittal Form F.

Question 27: Without knowing what trainings will be needed before the completion of the assessment, are we still required to identify the names and credentials of staffed trainers or only staff members that will be overseeing the project?

Answer: Staff members that will be overseeing the project.

Question 28: Is the grant limited to non-profit organizations or are Limited Liability corporations allowed to submit?

Answer: See response to #22 above.

Question 29: On page 8 of 34 of the State of Alaska RFP, Section 3.02 Scope of Work, it states that the contractor will organize online correspondence type training in a centralized website. Please explain more specifically what a "correspondence type" training course is for this scope of work.

Answer: See response to question #4 above.

Question 30: On page 8 of 34, Section 3.02 Scope of Work, last paragraph, it states the contractor will deliver "30 live targeted training sessions through the three-year contract and on page 9 of 34, Section 3.03 under "Required Training Sessions" it states 32 training. Please clarify which is correct or if there is a different interpretation to this language and RFP.

Answer: See response to question #10 above.

Question 31: On page 12 of 34, Section 3.06 Payment Procedures, is there a specific format that the State of Alaska requires? Is there a specific reporting format?

Answer: Invoices should include a progress report attached that identifies progress towards each deliverable. Additionally, all other fields of information customarily used when invoicing (i.e., contractor name, address, project name, contract reference number, invoice date, invoice number, amount charged for each deliverable, service period).

Question 32: On page 12, Section 3.08 Location of Work, paragraph 3, last sentence, it states "When required, the project director will notify the contractor, and all travel must receive prior approval from the project director"

- a) If there a formula for local travel that does not require "preapproval"
- b) Is there a criterion for travel, i.e., limits to air travel, limits to hotel costs, other transportation, and cost per mile?
- c) Pre-diem is at \$70 per day at the state level - will this be the amount approved in this RFP?
- d) What is the time period for turning around from submittal of travel request for approval and response?
- e) Is it \$20 - \$25K per year or for the life of the contract?

Answer: a. No.

- a) The Alaska Administrative Manual, (AAM 60: <https://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf>) also applies to nonemployees that travel on state business. The agency must generally apply the same travel policies for nonemployees as it does for state employees, except when travel reimbursement terms under a professional service contract differ as discussed in AAM 60.200.

For current limits to air travel, hotel costs, other transportation, and cost per mile please visit Department of Administration, Division of Finance website at:

https://doa.alaska.gov/dof/travel/trav_acct.html. The following information is available:

Helpful Information

- **Per Diem Rates**

- [State of Alaska Rates](#)

- [Federal Rates](#) - US General Services Administration

- [State of Hawaii Rates](#) - US Department of Defense Travel Management Office

- (Note: Users have reported a security certificate error when accessing this link, it is allowable to access this site in spite of the warning.)

- [Foreign Rates](#) - US Department of State

- LTC Lodging Per Diem Community / Region Listing

- [For travel between 07/01/2024 and 06/30/2027 \[XLSX\]](#)

- [Privately Owned Vehicle Rates](#) [PDF]

- b) [State of Alaska Rates](#) indicates \$60 per day Meals & Incidental Expenses (M&IE) for “AK Short-Term” column effective 10/1/24. This table also includes prorated amounts effective 10/1/24.
- c) The project director will approve travel within one week from date tentative plans are submitted to the project director for approval.
- d) SEC 3.08 specifies that \$20,000-\$25,000 per year is estimated for travel.

Question 33: On page 13 of 34, Location of Work: "All work will be performed in the United States" is understandable, however, it is not clear in the RFP if all students must be residents of Alaska. Specifically, online courses will be offered on the website, and people that are not residents of Alaska may enroll. Does the contractor not count any out-of-state enrollees? Does the contractor reject any out-of-state residents?

Answer: Out of state enrollees is acceptable. The contractor should collect data on whether registrants are residing in Alaska or outside of Alaska.

Question 34: On page 13 of 34, Section 3.09 Subcontractors:

- Is the contractor able to add other subcontractors during the life of the contract?
- If subcontractors are allowed, what is the turn-around time for notice of approval?
- Are there specific criteria required for subcontractors that are trainers?

Answer:

- yes
- 30 days
- No

Question 35: On page 13 of 34, Section 3.12 F.O.B. Point: Please clarify "F.O.B. final destination". What services does this apply to? How is this to be reported?

Answer: SEC 3.12 F.O.B. Point is removed and is not relevant to this RFP.

Question 36: Are letters of support allowed, or would they be preferable in this RFP?

Answer: No.

Question 37: On page 19 of 34, Section 4.10 Cost Proposal: Is there a limit on the indirect rate?

Answer: The indirect rate should not exceed 10%. Attachment 2 – Submittal Form H – Cost Proposal 001.xlsx is updated to include a placement for offeror to indicate indirect percentage. See change 11 in the pages that follow.

Question 38: On page 19 of 34, Section 4.10 Cost Proposal: Does the contractor report in the proposed budget any funds they project from fees for the training?

Answer: No.

Question 39: The RFP states "low-cost proposals" will have an advantage. Concern that low cost does not necessarily mean quality work. What criteria will the evaluators use to validate quality work of the offeror?

Answer: Evaluation criteria is in SEC 5 of the RFP. Specifically, Submittal forms will be evaluated against SEC 5.04 Experience and Qualifications, SEC 5.05 Understanding of the Project, SEC 5.06 Methodology Used for the Project, and SEC 5.07 Management Plan for the Project. Cost evaluation information is in SEC 5.08. SECs 5.09- SEC 5.13 Preferences will also be considered and applied where applicable.

Changes to the RFP

Change 1: SEC 1.01 last paragraph, first sentence is updated to add the word approximate before "...three-year resultant contract..."

Change 2: SEC 3.02 last paragraph, first sentence is updated to add the word approximate in front of three-year contract.

Change 3: SEC 3.03, Deliverable #4.d is modified from: "DBH Program Manager Approval: DBH Program Manager must have approval on the course work. (for example, we must see and approve all slides in advance of actual academy). Program Manager must have the ability to drop in and observe any training at any time the academies are in session."

To read as: “DBH Program Manager Approval: DBH Program Manager must have approval on the course work. (for example, we must see and approve all slides in advance of all training topics and objectives for each training). Program Manager must have the ability to drop in and observe any training at any time the academies are in session.”

Change 4: SEC 3.03, Deliverable #6 Reports and End of Year Reports is removed and replaced in tabular form in a table to better depict reporting intervals for reports (quarterly, mid-year, and annual reports).

REPORTS				
FROM	TO	Quarterly Report Due	Mid-Year Report Due	Annual Report Due
Start Date	6/30/2025	7/15/2025		
7/1/2025	9/29/2025			9/29/2025
9/30/2025	12/31/2025	1/15/2026		
1/1/2026	3/31/2026		4/15/2026	
4/1/2026	6/30/2026	7/15/2026		
7/1/2026	9/29/2026			9/29/2026
9/30/2026	12/31/2026	1/15/2027		
1/1/2027	3/31/2027		4/15/2027	
4/1/2027	6/30/2027	7/15/2027		
7/1/2027	9/29/2027			9/29/2027

Change 5: SEC 3.04 now includes a “Timeline and Training Type Summary” table.

Timeline and Training Type Summary			
Timeline	Training Type	# of Trainings	Requirement
By 11/30/2025	Correspondence	20	
By 6/30/2026	Additional Correspondence	20	
By 6/30/2027	Additional Correspondence	20	
Each Quarter	1 in-person training	8	
Between 10/1/2025 and 9/1/2027	Training that meets identified gaps	12	Can be virtual or in-person. At minimum 3 should be virtual.
Between 10/1/2025 and 9/1/2027	Trainin that meet ACBHCs requiremen	18	Can be virtual or in-person. At minimum 3 should be virtual. At minimum 3o fhtese should be specialized and target rural locations.
98 TOTAL			

Change 6: SEC 3.04 now includes a table that functions as a cross-walk between Federal Fiscal and State Fiscal Years and is appended to the end of the section.

The following chart represents a crosswalk between Federal and State Fiscal Years for each calendar year and quarter throughout total anticipated contract performance duration.

Anticipated Contract Year	YEAR	MONTHS			SFY YEAR	FFY YEAR	SFY QTR	FFY QTR
		2024	OCT	NOV	DEC	2025	2025	2
	2025	JAN	FEB	MAR	2025	2025	3	2
1	2025	APR	MAY	JUN	2025	2025	4	3
1	2025	JUL	AUG	SEPT	2026	2025	1	4
2	2025	OCT	NOV	DEC	2026	2026	2	1
2	2026	JAN	FEB	MAR	2026	2026	3	2
2	2026	APR	MAY	JUN	2026	2026	4	3
2	2026	JUL	AUG	SEPT	2027	2026	1	4
3	2026	OCT	NOV	DEC	2027	2027	2	1
3	2027	JAN	FEB	MAR	2027	2027	3	2
3	2027	APR	MAY	JUN	2027	2027	4	3
3	2027	JUL	AUG	SEPT	2028	2027	1	4

Change 7: SEC 3.09, Subcontractors – the last sentence of the 3rd paragraph reads: “Offerors must be specific in Submittal Form F as to which subcontractor(s) defined in Submittal Form G – Subcontractors they are citing to meet the specific requirement listed in Submittal Form F.” The sentence is removed.

Change 8: SEC .03 Deliverables 4.d – the word “academy” is removed and replaced with “...all training topics and objectives for each training.”

Change 9: SEC 3.12 F.O.B. Point is removed and is not relevant to this RFP. All other sections following 3.12 are renumbered.

Change 10: SEC 5.05 Understanding of the Project, proposal evaluation question #4 was added and reads as follows: “To what degree did the offeror demonstrate an understanding of the need for low cost or free trainings and did the offeror address the fees they would charge for the courses they would be providing through this RFP should they be the prevailing contractor?”

Change 11: Submittal Form H – Cost Proposal is updated to include Indirect Charge percentage rate.

End of Amendment #1