RFI 1625-074 - Interested Parties Questions and Answers from the State

Number	RfI Section	Question	Answer
1	How to participate-Page #7	Would you prefer if applicants provide a full 10-year budget or 1 year budget?	Please submit a budget for a 1 year period. Adress any concern for budget creep. Our objective is to determine what funds we must allocate to get what we want.
2	Deliverables -Page #5	For deliverable C.2, developing and maintaining an online resource webpage, is there already a vendor or website platform in place that should be utilized or will the applicant lead all development work, including contracting with a vendor of their choice or developing the website on their own?	The website platform is already in place. A contractor will be asked to use the Alaska Breastfeeding Coalition's existing website platform and primarily support more regular content updates and assist ABC with minimal formatting/design improvements (as possible, within the limits of the platform).
3	How to Participate- Page # 7	The RFI states: "Provide clear information regarding programs offered that can help achieve the State's interests." - Could you clarify whether this is referring specifically to existing programs that could be adapted or expanded to meet the State's needs, or whether our response should focus on programs and approaches Comagine Health could offer or design to achieve the State's goals?	Please focus on programs and approaches your organization could offer or design to achieve our goals. This could be an existing program that you use "off the shelf" (or alter to fit the needs of this new program) -or- something brand new designed specifically for the state's needs. This is a case in which the state needs help to implement a program but is unsure what to ask for or exactly what it needs.
4	How to Participate- Page # 7	Recommended Service Models – The RFI states: "Recommend service models that will best meet the requirements of this RFI." - Should we interpret this as describing our approach/methodology for delivering the required services and as such, detail other successful implementations in similar contexts including any unique features, innovations, or adaptations that would make it successful for AK.	Yes, your interpretation describes what we are attempting to ask for — describing your approach/methodology for delivering the required services and as such, detail other successful implementations in similar contexts including any unique features, innovations, or adaptations that would make it successful for Alaska. If you don't have a similar project that overlays, please provide your ideas to implement the support you believe we need.
5	Budget - Page #7	Is the expectation that annual funding will not exceed $265,000 or will available funding fluctuate to meet specific needs/scope of work each year? And, if so, what is the ceiling or cap on funding available each year?	There is no "expectation" of funding other than the amount is what the Division believes is reasonably available on an annual basis. There is belief that the ability to fund each year will fluctuate to the amount of work expected and funds available. This is not a formal procurement, and the RFI procedure is used to help determine whether or not the work the State would like to have done is possible within the budget available. Your organization is welcome to respond as it wishes. A multi-scenario response that includes "this is what we can do with the allocated funds" vs "if we do all these things, it will cost this much more" is encouraged.
6	General	Does the State of Alaska prefer an in-state/local vendor?	This is not a formal procurement thus there are no preferences for RFIs. If the State chooses to formally solicit for services (through a Request For Proposals or RFP) as a result of the information collected in this RFI, the RFP document will outline a number of preferences available, up to and including those for Alaskan Offerors.
7	General	Will the State of Alaska Department of Health provide a preference to vendors who submit an RFI? Or is an RFI response required to submit a subsequent RFP?	There is no preference provided to any vendor that submits an RFI, nor is a submission required to propose on a follow-on RFP. All interested parties are highly encouraged to register as a vendor for this RFI. All those that register for this RFI will be notified if and when a formal RFP is issued
8	General	Is there an incumbent currently providing services under this scope of work? If so, could the State please identify the incumbent vendor and share any available information about the contract duration, value, and scope? Additionally, is the incumbent eligible to bid on this opportunity?	This is newly conceived work that mostly has been performed internally by state assets. Some of the tasks have not been done but need to be accomplished. The State wants to know if one contractor can do all the work and how much it may cost. **THIS IS ONLY A REQUEST FOR INFORMATION. IT IS NOT AN OPPORTUNITY AS A BID, AS NO AWARD WILL BE MADE**
9	Part B1 & B2 Meeting/Training Logistics and Facilitation - Page 4	Can you please clarify if the planned CDHPH and TPC meetings are all in-person or virtual (or hybrid)? If in-person, is the contractor expected to arrange any travel related logistics for participants?	•CDPHP Section-wide Strategic Planning Meetings: Hybrid •TPC meetings: Virtual (most of the time, with option for in-person with advanced scheduling as budget allows) •PAN Strategic Planning Meetings: Flexible. All PAN team members are in Anchorage, so in-person is preferrable (if budget allows), but we could also do virtual if needed.
10	Part B3 Meeting/Training Logistics and Facilitation - Page 4	Can you please provide an estimate for the ABC membership?	Approximately 20
11	Part C4 Section Project Communication Support - Page 5	It is indicated that 300 material mailing requests per year are expected. Can you confirm these mailing requests will require shipping via USPS or other delivery service? And if this is the case, can you provide estimates for the average number and type of materials contractors should expect to for each mailing, to get a sense of the volume or weight and thus cost?	The material requests do require USPS. Average total cost per mailing is about $16 and usually take no more than 1 hour of staff time to complete each order.
12	Part C3 Section Project Communication Support	This part calls for developing and designing section communication materials. Can you please provide estimates for the number and type of materials contracts can expect to produce each year? Should contractors plan to develop materials in languages other than English? If so, which languages and how many materials will require translation?	The material requests do require USPS. Average total cost per mailing is about $16 and usually take no more than 1 hour of staff time to complete each order.
13	How to participate-Page #7	Acknowledging the stated response page limit of 25 pages, does this include cover page and table of contents? Can we provide addenda in addition to the 25-page limit for the technical proposal?	The intent of the page limit was to get response which are succinct and to the point. In the case of this project, the stae is unsure of exactly what it needs. If your organization requires more pages to present your proposal, you may use your own good judgement to do so, as long as you keep in mind that too much information may be overwhelming.
14	How to participate-Page #7	For bullet 6 of the response content requirements, can DOH/CDPHP clarify what is meant by "service models"?	A service model, in this context, is a framework that defines how a company delivers services to its customers, encompassing the processes, policies, and interactions involved.
15	Part B1a & B1b Meeting/Training Logistics and Facilitation - Page 4	Two strategic plans are specially referenced, (1) for a section-wide CDPHP and (2) for the Physical Activity and Nutrition (PAN) Unit Strategic Plan. Is there strategic planning deliverables anticipated for other units in CDPHP or is the planning scope limited to the PAN unit? Specifically, how many strategic plans are anticipated annually, and for which program units beyond year one?	We do not currently have an anticipated annual number of strategic plans for future years due to ongoing changes in funding sources and funder requirements, but these details will be co-developed and agreed upon between the State of Alaska project team and vendor prior to the start of subsequent contract years. Future years may include additional strategic planning deliverable(s) from one or more of the six CDPHP units, although none are specifically identified at this time. During the months leading up to the end of each contract year, the State of Alaska project team and vendor will work together to co-develop an annual work plan for the upcoming contract year. Activities/Deliverables under each of the four categories of projects (1. strategic planning; 2. meeting/training support; 3. communications; and 4. grant research, writing, and TA support) will vary from year to year, depending on (1) CDPHP project needs and budget and (2) vendor capacity.
16	Part B - Page 4	What is the anticipated effective timeframe for CDPHP strategic plans in subsequent years (e.g. three years, five years)? Additionally, will the vendor be expected to support implementation tracking or progress reporting in subsequent years following the finalization of each plan?	a. I'm not sure I fully understand this part of the question: "What is the anticipated effective timeframe for CDPHP strategic plans in subsequent years (e.g. three years, five years)?" For both the CDPHP and PAN strategic plans, they will likely be 5-year strategic plans. I cannot anticipate future potential strategic plan timeframes since they are unknown at this time. b. Vendor is not expected to support implementation tracking or progress reporting in subsequent years following the finalization of each plan identified for completion in Year 1 (CDPHP section and PAN strategic plans). Strategic plans identified in subsequent years may request that level of support, if needed, and the State of Alaska team and vendor may choose to prioritize that type of strategic planning support activity in the annual work plan or not, depending on budget and capacity.
17	General	Can the State clarify whether all six CDPHP program units are expected to receive equal levels of support annually, or if prioritization will be guided by internal planning or funding availability on an annual basis?	Prioritization will be guided by internal planning or funding availability on an annual basis.

18	Part B3b - Page 5	Can the State clarify the scope of vendor responsibilities for the annual ABC Conference? Specifically, will the selected vendor be expected to serve as the event organizer—handling venue coordination, registration, and logistics—or is the role limited to project management and planning support in partnership with ABC leadership?	Scope of vendor responsibilities may need to be flexible and budget/capacity-availability dependent. Annual budget for ABC support is $30,000 max for all activities listed under this project. ABC leadership (a volunteer-led organization) would appreciate the vendor to serve as the event organizer to handle venue coordination, registration, and logistics as budget and capacity allows, given other activities listed under the project.
19	Part B3aiii - Page 5	What is anticipated for recruiting new coalition members, and are there target numbers or priority populations the vendor should focus on? Will the vendor be responsible for developing outreach strategies or to support CDPHP recruitment efforts?	Target numbers or priority populations are flexible and will be determined by State of Alaska team and ABC leadership to guide the vendor. Vendor will be asked to support CDPHP and ABC recruitment efforts but may be asked for guidance/expertise on the subject, based on past experiences doing so for other coalitions and/or work groups.
20	Part C - Page 5	Can the State clarify the expected frequency and volume of communications deliverables? Specifically, how many newsletters, fact sheets, and web updates are anticipated annually per program unit? Are there existing templates, branding guidelines, or performance metrics (e.g., open rates, engagement targets) that the vendor should align with?	Frequency and volume of communications deliverables will be minimal, (we have significant existing communications support internally and externally). An estimated 1-5 ad hoc projects a year total, for all six units, is likely. Again, vendor budget and capacity will determine the level of support for these deliverables. Templates and branding guidelines do exist and will be provided to vendor. Vendor may also consult with internal and external existing communications support, as needed, to ensure successful project completion
21	Part C4 Section Project Communication Support - Page 5	Can the State clarify the expectations around the "Organize and send ~300 mailings annually" deliverable? Specifically, what types of materials are typically mailed, who are the intended recipients (e.g., community partners, grantees, coalition members), and does the State expect the vendor to cover the costs to manage printing, packaging, and postage logistics directly?	a. Materials may include posters, fact sheets, rack cards, or other promotional materials (e.g. logoed winter hats, water bottles, stickers, etc.). b. State does not expect vendor to cover printing costs. Material supply will be provided to vendor by the State. State expects the vendor to cover the costs to manage packaging and postage logistics directly. Average total cost per mailing is $16 and most mailing requests usually take no more than 1 hour of staff time to complete each order.
22	Part D3 - Page 6	What level of technical assistance is expected for community partners—does this include one-on-one coaching, template development, and/or live training?	Technical assistance for community partners related to the grant research, writing, and TA could include primarily either one-on-one coaching and/or template development. Life training could be included, should the need arise and the vendor budget and capacity allow during subsequent years of the contract.
23	General	Will the vendor be responsible for content creation only, or also for distribution and performance tracking?	The conceptual focus of the vendor's work is for content creation and expert guidance as it relates to grant research, writing and TA.
24	General	Does DHS have a preference for the amount of in-person work compared virtual?	The Department of Health (DOH) would like as much as possible to be in person but understands the need remote work. The ratio of how much remote work will actually occur is a function of the budget.
25	General	Does DHS intend to award the work described in this RFI to multiple vendors or is it their preference to award all five deliverables to a single vendor?	Prioritization will be guided by internal planning or funding availability on an annual basis. The best available answer for this is second paragraph of the Deliverables section on Page 4 of the RFI Document, "The specific need for each part is expected to vary from year to year, therefore prior to the start of each contract year, an annual work plan, deliverables, and budget will be co-developed and agreed upon by State of Alaska CDPHP program management team and vendor/contractor, based on CDPHP section's budget and needs and contractor's capacity".
26	Deliverables - Page 4	Can you provide any further guidance on how the deliverables and budget will be distributed across the first year? Will each of the deliverables be started in Year 1 or will they be separated by different years?	Prioritization will be guided by internal planning or funding availability on an annual basis. The best available answer for this is second paragraph of the Deliverables section on Page 4 of the RFI Document, "The specific need for each part is expected to vary from year to year, therefore prior to the start of each contract year, an annual work plan, deliverables, and budget will be co-developed and agreed upon by State of Alaska CDPHP program management team and vendor/contractor, based on CDPHP section's budget and needs and contractor's capacity".
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