

Request for Information



State of Alaska
Department of Health
Division of Finance & Management Services

RFI Number: 1625-027
Date Issued: 9/23/2025

REGULATIONS DRAFTING

Introduction:

The Department of Health (DOH), Division of Finance and Management Services, is seeking information for Contractor's services to work with the DOH's Commissioner's Office and Division teams to draft regulations as needed.

Background Information:

In previous years, this contract has had a varying degree of hours worked for each contract year. Total number of hours worked for each contract year is as follows:

2021 - Seventeen (17)
2022 - Forty (40)
2023 - Five (5)
2024 – Zero (0)

Scope of Work/Deliverables:

The chosen contractor will work with the DOH Commissioner's Office team and various DOH Division teams to draft regulations as needed.

The contractor will be required to provide the following deliverables:

1. Provide regulations drafting assistance to DOH Division teams as requested by DOH Division project leads. This will include:
 - (i) communicating with the DOH Commissioner's Office team on SOA Outlook e-mail; and
 - (ii) may include online---Outlook Teams or Zoom---meetings with the DOH Commissioner's Office team and Division Teams, project lead, and subject matter experts.
2. Provide weekly updates to the Project Director, report any delays that may be division specific (including communication and timely follow-up issues), and recommend an action plan to resolve any delays.

The state cannot guarantee a minimum or maximum number of hours for the work. The number of hours will depend on the DOH Commissioners' Office and DOH Division Teams' need.

The deadline for each proposed regulations project will vary depending on the urgency of each project.

Budget:

Department of Health, Division of Finance and Management Services, estimates a budget of \$250,000.00 for this contract.

Anticipated billing based upon an hourly rate, billable in fifteen (15) minute increments.

Contract Term:

The initial contract will be for one (1) year term starting from the date of award, with four (4), one (1) year optional renewal options to be executed at the sole discretion of the State. The total terms, if the renewals are executed, will be five (5) years.

Mandatory Requirements:

- A college degree. Please provide diploma.
- A minimum of two (2) years of experience within the last five (5) years of utilization of HIPAA compliance protocols.

Response Information:

Interested vendors should submit responses to the following:

1. Provide the vendor's complete company name, address, telephone number and email address for the vendor's contact person for its RFI response.
2. Description of how vendor meets or exceeds the mandatory requirements.
3. A statement confirming that the vendor anticipates being able to provide the project deliverables within budget. If not, why?
4. Provide a brief summary of any concerns regarding the project as described. What potential obstacles should be anticipated.
5. Vendor's hourly rate and any other costs that may be associated with these services.

Interested vendors must submit their response in writing via email by **2:00 p.m. (Alaska Time) Tuesday, October 07, 2025**, to the following person:

Haley Wilkinson

Procurement Specialist
Department of Health
Division of Finance and Management Services

Phone: 907-759-3312

Email: haley.wilkinson@alaska.gov

Please also copy doh.procurement.proposals@alaska.gov on the submission)

Responses in Microsoft format are preferred, with attachments submitted in pdf, Microsoft Word, Adobe, Microsoft Excel or PowerPoint file.

It is the interested vendor's responsibility to follow up with the person identified above to ensure its response was received prior to the time and date specified. Please ensure the response includes the vendor's company

name and correct contact information (email) for the individual(s) who should be notified if DOH releases a solicitation or seeks an alternative procurement method related to the services described in this RFI.

Important Notice:

This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services. Nor will the State be financially responsible for any costs associated with the preparation of any response for the requested information. This RFI is issued for the sole purpose of obtaining information as described in this notice. However, the information obtained from this request may be used to prepare a purchase, contract, or solicitation in the future. RFI responses shall remain confidential and not subject to public disclosure unless potential award(s) are made from a resulting solicitation, in which case responses will become part of the procurement record.