

STATE OF ALASKA

Department of Corrections

Division of Administrative Services



Employment Medical Examinations

2026-2000-0094

Amendment #1

October 3, 2025

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

Important Note to Offerors: You must sign and return this page of the amendment document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Q&A:

Question: The RFP states that a Family Nurse Practitioner may submit a proposal and perform exams. However, on page 10, it also notes: “*A physician is required to perform the Fitness-for-Duty Evaluation and sign the report.*” Could you please confirm that a Physician must complete the FFDE Exams?

Answer: *Yes, a physician is required to complete FFDE Exams.*

Question: Can this exam take place in a subcontracted Physician's office, or does it need to take place in the contractor's offices?

Answer: *The exam may be completed in a professional workspace as long as it is HIPAA-compliant.*

Question: The proposal discusses the possibility of Functional exams as part of the FFDE. Functional Capacity Exams are typically performed by Physical or Occupational Therapy and then provided to the Physician (or NP) to review. Would the Physician be expected to perform these, or would the Functional Capacity Exam be completed prior to this appointment?

Answer: *Any testing required by the physician would need to be outlined in advance and communicated with the project manager for the FFDE. If the physician requires testing that must be done by a specialist, they will need to refer the candidate to the appropriate provider and receive the results to review prior to issuing their final recommendation.*

Question: Are the FFDE scheduled weeks in advance, or would these be expected within a shorter timeframe, such as 3-5 days?

Answer: *FFDE would typically need to be completed within a week of the request, depending on the testing required.*

Question: The proposal requires services to be provided in Anchorage, Fairbanks, and Juneau. No single clinic in Alaska has offices in all three locations. Can the department confirm whether exams may be conducted from a private office within a HIPAA-compliant coworking space, with access to a restroom for urine drug screens? If all supplies were purchased and set up by the contractor prior to visits, or permanently if leased monthly or yearly. Would this arrangement satisfy the facility requirements of the RFP?

Answer: *It is acceptable as long as the office space is within a HIPAA-compliant coworking space, has the capability of conducting PEME and FFDE, and follows all protocols.*

Question: Scheduling exams at multiple locations. Is it acceptable to coordinate with the project manager to establish designated dates (once a month) in each city to perform exams?

Answer: *The majority of testing typically occurs in the Anchorage area, and it is important for the department to have flexibility in scheduling exams within a short timeframe to keep the hiring process moving quickly. Since there's a need to evaluate and move candidates through the process swiftly, attending exams only once a month based on location is not feasible. The RFP does allow for subcontracting, which can be utilized in other locations.*
