

STATE OF ALASKA

Department of Corrections
Division of Administrative Services



SUBSTANCE USE DISORDER (SUD) TREATMENT SERVICES HMCC, EAGLE RIVER, AK RFP 2027-2000-0001

Amendment #1

ISSUE DATE: MARCH 18, 2026

This amendment is being issued to extend the proposal due date and make changes to the RFP and COST PROPOSAL FORM.

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

Changes to the RFP:

Change 1: The proposal deadline for the RFP has been extended to **Wednesday, March 25, 2026, at 2 PM AKST.**

Change 2: The ACO Project Manager position is removed in its entirety from the RFP:

SEC. 1.04 PRIOR EXPERIENCE & QUALIFICATIONS

~~1. Project Manager~~

- ~~a. Experience: Administrative and supervisory experience, skills, and abilities. The project manager must be an expert in substance use disorders and their treatment, and have demonstrated experience applying their knowledge. Additionally, the project manager must have experience and skills in substance use disorder service coordination, quality assurance, training, and management.~~

SEC. 3.01 SCOPE OF WORK

The Department of Corrections, Division of Health and Rehabilitation Services (department), is soliciting a request for proposals for six (6) positions providing evidence-based substance use disorder treatment services at Hiland Mountain Correctional Center (HMCC) in Eagle River, Alaska and ~~an additional one (1) position providing services and oversight from Anchorage Central Office (ACO) in Anchorage, Alaska.~~

~~ACO Substance Use Disorder Project Manager~~

~~The contracted project manager position will be responsible for providing statewide substance use disorder program oversight, quality assurance measurements, and training from the department's Anchorage Central Office (ACO) and onsite at facilities. Additionally, the project manager will provide substance use disorder screening and assessment services for any of the department's 13 correctional centers as needed and at the direction of the Chief Mental Health Officer or designee. The primary focus of the project manager will be on SUD service management, but will also occasionally be responsible for assisting SUD personnel statewide in providing services as needed and at the direction of the Chief Mental Health Officer or designee. The coordinator role will maintain onsite management and coordination of SUD service delivery for HMCC and report directly to the project manager. The project manager will report directly to the Chief Mental Health Officer or designee. The project manager FTE is separate from HMCC SUD services FTEs and may not be utilized to cover other FTEs in this RFP in the event of staff shortages.~~

~~The project manager's duties and responsibilities include, but are not limited to:~~

- ~~1. Provide program oversight, management, and monitoring of substance use disorder services statewide through methods such as site visits, regular meetings with service providers and department staff, and data analysis.~~
- ~~2. Conduct quality assurance measurements of substance use disorder services statewide, such as clinical chart reviews, formal audits, and identification of service gaps.~~

- ~~3. Consult on and make recommendations for resolving service deficiencies for statewide programming, including review and development of department substance use disorder treatment standards.~~
- ~~4. Participate as a substance use disorder expert within the behavioral health management team and assigned department projects, such as peer support certification efforts.~~
- ~~5. As needed and as directed by the Chief Mental Health Officer or designee, complete SUD screenings and assessments either in-person for individuals in custody at locations within driving distance, or telephonically from ACO for those in custody in rural locations.~~
- ~~6. Create and administer training to department and contracted staff on substance use disorder treatment, department standards, and the department's electronic healthcare record (EHR).~~

SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE

~~ACO one (1) position: The contract staff shall work regular business hours only, 8:00—4:30, Monday-Friday, unless otherwise directed by the Chief Mental Health Officer or designee, or on approved leave.~~

Program	# FTE Assigned	Program Capacity	Est. Length of Program	Est. served/year	Location
Project Manager	1	n/a	n/a	n/a	ACO (Anchorage, AK)

SEC. 3.05 REQUIRED CONDUCT

Coordination Requirements:

- ~~2. The contracted coordinator will maintain onsite coordination and management of substance use disorder treatment services and counselors at HMCC and will report directly to the contracted project manager. The contracted project manager will report directly to the Chief Mental Health Officer or designee.~~
3. The HMCC coordinator and counselor contract staff will be required to meet monthly with the ~~contracted~~ project manager, probation staff, and additional department staff identified by the Chief Mental Health Officer or designee.
- ~~8. The contracted project manager will participate in monthly meetings with statewide service providers and department staff. The project manager will also coordinate daily with the Chief Mental Health Officer and other department management staff.~~

SEC. 3.06 DOCUMENTATION AND REPORTING REQUIREMENTS

Notice of Removal:

- A copy of the notice is to be given to the individual, the IPO, the ~~contracted~~ project manager, and filed in the individual's electronic healthcare record, attached to an accompanying SUD Progress Note

SUD Program Early Program Completion Request:

If an individual is being considered for program completion thirty (30) days before the program length, they may complete the program early if approved by the ~~contracted project manager~~ and Chief Mental Health Officer or designee.

SUD Discharge Summary:

- The following are the eight (8) discharge categories that shall be used:
 - Program Complete: The participant met each of the minimum obligations of the program.
 - Send a copy of the discharge summary to the ~~contracted~~ project manager or designee.

SEC. 3.13 LOCATION OF WORK

The locations where the work is to be performed and completed are:

- ~~One (1) FTE position (1 Project Manager)~~
 - ~~Substance use disorder services and project management provided on-site and in-person at:~~
 - ~~Anchorage Central Office, 550 W 7th Ave, Suite 1800, Anchorage, AK 99501~~
 - ~~As directed by the Chief Mental Health Officer or designee, the project manager will be assigned to visit and conduct work at any of the department's locations:~~
 - ~~Anchorage Correctional Complex (ACC) in Anchorage, Alaska~~
 - ~~Anvil Mountain Correctional Center (AMCC) in Nome, Alaska~~
 - ~~Fairbanks Correctional Center (FCC) in Fairbanks, Alaska~~
 - ~~Goose Creek Correctional Center (GCCC) in Wasilla, Alaska~~
 - ~~Hiland Mountain Correctional Complex (HMCC) in Eagle River, Alaska~~
 - ~~Ketchikan Correctional Center (KCC) in Ketchikan, Alaska~~
 - ~~Lemon Creek Correctional Center (LCCC) in Juneau, Alaska~~
 - ~~Mat-Su Pretrial Facility (MSPT) in Palmer, Alaska~~
 - ~~Palmer Correctional Center (PCC) in Palmer, Alaska~~
 - ~~Point MacKenzie Correctional Farm (PMCF) in Wasilla, Alaska~~
 - ~~Spring Creek Correctional Center (SCCC) in Seward, Alaska~~
 - ~~Wildwood Correctional Complex (WCC) in Kenai, Alaska~~
 - ~~Yukon-Kuskokwim Correctional Center (YKCC) in Bethel, Alaska~~
 - ~~When not in travel status, the assigned location is the Anchorage Central Office (ACO) in Anchorage, Alaska.~~

The department shall provide workspace for the contractor within the correctional facility ~~and the Anchorage Central Office.~~

SEC. 3.18 CONTRACT PERSONNEL

~~The successful contractor will submit qualified applicants for the project manager position to the Chief Mental Health Officer or designee for review and selection utilizing the following process:~~

- ~~1. It is the successful contractor's responsibility to prescreen their applicants to ensure potential new staff meets the contract requirements.~~
- ~~2. The contract manager will submit qualified applicants for review and interview selection to the Chief Mental Health Officer or designee using the department's SUD Contractor Hiring Request Form, including all applicable attachments.~~
- ~~3. The Chief Mental Health Officer or designee will review the candidates and select those to be interviewed.~~
- ~~4. The contract manager will assist the Chief Mental Health Officer or designee in coordinating an interviews with selected candidates and the Chief Mental Health Officer and/or selected department staff.~~
- ~~5. After the interview, the Chief Mental Health Officer or designee will indicate the determination and communicate the decision to the contract manager in writing.~~
- ~~6. If no selection is made, the contract manager will be responsible for relisting the position for additional applications.~~

SEC. 3.19 TRAVEL

~~As directed by the Chief Mental Health Officer or designee, the contracted project manager will travel to conduct onsite facility visits and audits of substance use disorder treatment services, or complete screenings and assessments as needed.~~

~~The department will make all travel arrangements in accordance with the State's travel regulation AAM 60 Travel. The contracted project manager must abide by the State of Alaska travel regulation. (See AAM 60 link: <https://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf>)~~

~~Items to consider for travel:~~

- ~~• Travel from home to the duty station is not eligible for mileage reimbursement~~
- ~~• Per diem while in travel status is considered at 75% of the normal rate~~
- ~~• The lowest ticket class in the most direct route to accomplish the business purpose of the travel is what is required~~
- ~~• Lodging closest to the airport is preferred~~
- ~~• All receipts and applicable travel forms must be submitted to the department within three (3) business days upon completion of travel~~
- ~~• Actual travel time is not calculated in hours worked for contractors~~

~~Only travel conducted by the project manager position will be allowable and arranged. No other positions under this contract will expected to travel or be eligible for travel arrangements.~~

Change 3: Offerors are required to use amended **COST PROPOSAL FORM** on the following page:

Attachment 2

COST PROPOSAL FORM

RFP #2027-2000-0001

Offerors **must** use this form to enter data that will be utilized for evaluation purposes and to convert the cost to points.

The rate per hour proposed shall include all direct and indirect costs associated with the performance of the services required herein. (Direct cost of the individual's time providing the direct service that includes, but is not limited to, personnel costs and fringe benefits. Indirect costs associated with the performance of this contract include, but may not be limited to, insurance, supplies, overhead, local travel, etc.)

Costs on this form are for 12 months or one year of service. Partial fiscal year service periods will be prorated accordingly (*if applicable*). The purpose is to submit costs in a manner that DOC can evaluate and score and then use to establish billing rates for the resultant contract.

Location: HMCC							
Program Position	Hourly Rate		Annual Hours		FTE #		Annual Cost
Coordinator	\$	X	1,984	X	1	=	\$
SUD Counselor	\$	X	1,984	X	4	=	\$
Co-Occurring Disorder Counselor	\$	X	1,984	X	1	=	\$
HMCC Annual Cost							\$
Total Annual Cost							\$

Proposals must be submitted under the name as it appears on the person's current Alaska business license in order to be considered responsive. Do not enter additional information on this form. If necessary, use a separate page and attach it to the cost proposal.

Print Name:

Signature:

Date:

Organization:
