

STATE OF ALASKA REQUEST FOR PROPOSALS



CDPHP SECTION SUPPORT

RFP 2026-1600-0117

ISSUED 22 APRIL 2026

THE STATE OF ALASKA, DEPARTMENT OF HEALTH (DOH), DIVISION OF PUBLIC HEALTH (DPH), SECTION OF CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION (CDPHP) IS SEEKING PROPOSALS FROM QUALIFIED PARTIES CAPABLE AND INTERESTED IN PROVIDING SECTION-WIDE SUPPORT TO THE SMALL BUT MISSION DIVERSE SECTION, COMPOSED OF SIX DISTINCT PROGRAM UNITS.

ISSUED BY:

DEPARTMENT OF HEALTH
DIVISION OF PUBLIC HEALTH

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OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

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SECTION 1. INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The State of Alaska, Department of Health (DOH), Division of Public Health (DPH), Section of Chronic Disease Prevention and Health Promotion (CDPHP) is seeking proposals from qualified parties capable and interested in providing section-wide support to the small but mission-diverse section, composed of six distinct program units:

1. Injury Prevention
2. Physical Activity and Nutrition
3. Health Systems Collaboration (including programs to prevent diabetes, heart disease and stroke, dementia, and cancer)
4. Tobacco Prevention and Control
5. Office of Substance Misuse and Addiction Prevention
6. Surveillance Systems (including the Behavioral Risk Factor Surveillance System and Youth Risk Behavior Survey)

The intent of the project is to provide support services to advance CDPHP programs aimed at preventing and addressing injuries, substance misuse, and chronic conditions and their related risk and protective factors such as tobacco use, physical activity, and eating/drinking healthy foods and drinks. The Section requires a contractor to streamline the way the section and its units conduct (1) strategic planning; (2) meeting/training logistics and facilitation; (3) project communications; and (4) grant research, writing, and technical assistance.

SEC. 1.02 BUDGET

The Alaska Department of Health, Division of Public Health, estimates a budget of **\$5,000,000.00 (\$500,000.00/year)** to be sufficient for completion of this project over ten years beginning with state fiscal year 2027.

While proposals in excess of this budget will not be considered non-responsive, offerors are expected to be competitive and take the budget into consideration when developing their cost proposals

Approval or continuation of a contract resulting from this RFP is contingent upon legislative appropriation or federal funding.

IMPORTANT NOTE: The final contract will not reflect this full amount. Proposing vendors are expected to provide costs in **Submittal Form G** (Cost Proposal) as if all the deliverables are expected each contract year. Funding will dictate how much and which deliverables will be expected for a given contract year. As discussed in **Section 3.02** Scope Of Work, an annual meeting/conference will be used to discuss the focus for the upcoming year. For planning purposes, the current funding forecast supports \$500,000 for each contract year.

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **2:30 P.M.** prevailing Alaska Time on **26 MAY 2026**. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

SEC. 1.04 MANDATORY REQUIREMENTS

To be considered responsive for this RFP, an offeror must meet the mandatory minimum requirements that are provided in **Submittal Form G – Mandatory Requirements**. **Failure to meet all these requirements will result in immediate disqualification.**

SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective proposal and exposure of offeror's proposals upon which award could not be made.

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the procurement officer and least ten days before the deadline for receipt of proposals. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

SEC. 1.07 RETURN INSTRUCTIONS

Offerors must submit their proposals via email. The technical proposal and cost proposal must be saved as separate documents and emailed to doh.procurement.proposals@alaska.gov as separate, clearly labeled attachments. The email must contain the RFP number in the subject line.

The maximum size of a single email (including all text and attachments) that can be received by the state is 25mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 25 megabytes.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of proposals.

It is the offeror's responsibility to contact the above email address to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

SEC. 1.08 ASSISTANCE TO OFFERORS WITH A DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

SEC. 1.09 AMENDMENTS TO PROPOSALS

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

SEC. 1.10 AMENDMENTS TO THE RFP

If an amendment is issued before the deadline for receipt of proposals, it will be provided to all who were notified of the RFP and to those who have registered with the procurement officer after receiving the RFP from the State of Alaska Online Public Notice website.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

SEC. 1.11 RFP SCHEDULE

RFP schedule set out herein represents the state's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

ACTIVITY	TIME	DATE
Issue Date / RFP Released	12:00 p.m.	4/22/2026
Pre-Proposal Conference	1:30 p.m.	5/11/2026
Deadline to Submit Questions	11:59 p.m.	5/15/2026
Deadline for Receipt of Proposals / Proposal Due Date	2:30 p.m.	5/26/2026
Proposal Evaluations Complete	5:00 p.m.	6/9/2026
Notice of Intent to Award	12:00 p.m.	6/23/2026
Contract Issued	8:00 a.m.	7/14/2026

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Health, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

SEC. 1.12 PRE-PROPOSAL CONFERENCE

A virtual pre-proposal conference will be held from **1:30 p.m.** on **11 MAY 2026**. The purpose of the conference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP.

Link: <https://teams.microsoft.com/meet/28762551267244?p=PDhS1K8Yyt1VrIFOny>

Or call in (audio only): [+1 907-202-7104](tel:+19072027104), [15988143#](tel:+15988143)

Phone conference ID: **159 881 43#**

To obtain the greatest benefit from this meeting, offerors are strongly encouraged to have their direct supervisory personnel/critical project team members attend (in lieu of executives, business development, or sales personnel). Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

SEC. 1.13 ALTERNATE PROPOSALS

Offerors may only submit one proposal for evaluation. In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

SEC. 1.14 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project director.

SECTION 2. BACKGROUND INFORMATION

SEC. 2.01 BACKGROUND INFORMATION

The Section of Chronic Disease Prevention and Health Promotion (CDPHP) works with communities, health and tribal health systems, worksites, early childcare centers and schools, local and state government agencies, and many other partners to reduce and manage the most prevalent, costly, and preventable health problems across Alaska. These include injuries; substance misuse and addiction; and chronic diseases, like cancer, diabetes, heart disease, stroke, and dementia.

Many of the top causes of death in Alaska are due to chronic conditions or injuries. In 2024, nine of the 10 most common causes of death in Alaska were identified as chronic conditions or injuries: cancer, heart disease, unintentional injury, stroke, chronic lower respiratory disease, suicide, chronic liver disease and cirrhosis, diabetes and Alzheimer's (source: Alaska Chronic Disease Facts: 2025 Brief Report https://health.alaska.gov/media/yzdjotwh/2025_ak-chronic-disease-brief-report.pdf).

Chronic diseases, injuries and substance misuse are becoming more prevalent and costly in Alaska; therefore, more work is needed to effectively address and mitigate the impacts of these important health issues. Additionally, CDPHP's community partners need increased support (e.g. professional development trainings, collaborative opportunities, strategic planning guidance, program funding opportunities) to effectively address and mitigate these health issues. Effective implementation of these contract deliverables will support CDPHP and its community partners in meeting the growing needs of Alaskans to prevent and/or manage injuries, substance misuse and chronic diseases.

Strategic Planning Need Background: Every year, one or more of CDPHP's six program units is required to develop and/or update its strategic plan to help monitor progress on existing program activities and guide new program activities. CDPHP strategic planning helps units and programs reflect on past successes and challenges, prioritize efforts, effectively allocate resources, and align community partners and staff all with the intent to better meet its respective goals to improve and protect the health and wellness of all Alaskans. Having an available to offer their skills and expertise to support these ongoing strategic planning efforts will increase CDPHP's programmatic efficiency and produce more impactful strategic plans.

Meeting/Training Logistics and Facilitation Need Background: CDPHP units and programs plan and implement a wide variety of meetings and trainings every year. Meetings and trainings include, but are not limited to: grantee trainings, coalition meetings, community of practice meetings, strategic planning sessions and many more. These meetings and trainings offer CDPHP staff and community partners opportunities such as professional development opportunities to enhance their injury, substance misuse and chronic diseases prevention and mitigation efforts, and collaboration opportunities to develop partnerships to efficiently and effectively advance shared goals and to leverage limited resources. Contract support in this area will help CDPHP meet the growing demand for increased meeting and training support.

Project Communication Need Background: Health communications material development and design are important activities CDPHP uses to disseminate vital health messaging aimed at preventing and/or managing injuries, substance misuse and chronic diseases. The section develops many different types of materials each year, including, but not limited to: fact sheets and booklets, annual reports, rack cards, web and social media content and posters. CDPHP has had great success with its health communications efforts over the years; therefore, the demand for materials from partner agencies and CDPHP staff has increased. Contract support in this area will help CDPHP meet this growing demand for effective health communications materials aimed at increasing Alaskans' knowledge and positive behavior change to prevent and/or manage injuries, substance misuse and chronic diseases.

Grant Research, Writing, and Technical Assistance Need Background: As chronic diseases, injuries and substance misuse become more prevalent and costly in Alaska, the need to implement statewide, evidence-based programs and activities is increasing as well. CDPHP works with a variety of community partners, including nonprofits; schools and early childcare centers; and tribal, local and state government agencies to extend its mission and programs' goals. Various funding opportunities exist—both public and private; and national and local—that support programming related to the prevention of injuries, substance misuse and chronic diseases. However, many competitive grants being offered go unnoticed by CDPHP community partners. Additionally, these community partners may not be adequately prepared to respond in a timely manner to funding opportunities. Community partners sometimes require a guided process to adequately articulate programmatic functioning in funding proposal framework language and to identify all components necessary for successful proposal development (i.e. outcomes and data information, analytical design of program, programmatic model, etc.). CDPHP will use this contract to provide programmatic and strategic guidance, as appropriate, to the receiving entity to ensure competitive submissions of proposals that support CDPHP's mission and program goals. CDPHP will rely in part on this contract to build on established partnerships and in-depth knowledge of Alaska's injury, substance misuse and chronic disease prevention systems, current state initiatives and reforms underway and how best to leverage concurrent investments, strategies and funding opportunities to further the capacity and competence of our community partners to effectively support CDPHP's program goals.

SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

SEC. 3.01 GOALS AND OBJECTIVES

The goals and objectives of this contract are to provide critical support to the Section of Chronic Disease Prevention and Health Promotion (CDPHP)'s six program units.

The need and intent are to design and support efficiency in the units' conduct of:

- 1) strategic planning;
- 2) meeting/training logistics and facilitation;
- 3) project communications; and
- 4) grant research, writing, and technical assistance.

SEC. 3.02 SCOPE OF WORK

The Department of **Health**, Division of **Public Health**, is soliciting proposals from qualified parties capable of providing section-wide support to the small but mission-diverse section, composed of six distinct program units:

1. Injury Prevention
2. Physical Activity and Nutrition
3. Health Systems Collaboration (including programs to prevent diabetes, heart disease and stroke, dementia, and cancer)
4. Tobacco Prevention and Control
5. Office of Substance Misuse and Addiction Prevention
6. Surveillance Systems (including the Behavioral Risk Factor Surveillance System and Youth Risk Behavior Survey).

The budget will not support the entire Scope-of-Work each budget year. A planning meeting/conference for each contract year will be held to determine which units and work will have emphasis and priority during the year. An annual work plan, deliverables, and budget will be co-developed and agreed upon by State of Alaska CDPHP program management team and the contractor during an annual planning meeting/conference, based on CDPHP section's budget and needs and contractor's capacity.

SEC. 3.03 DELIVERABLES

The contractor will be required to provide the following deliverables:

The following deliverables are provided in four parts that align with the program support presented in the Background Information above as well as a fifth component for overall project management required to meet all stated deliverables:

PART A: Section Strategic Planning

PART B: Meeting/Training Logistics and Facilitation

PART C: Project Communications

PART D: Grant Research, Writing, and Technical Assistance Project

PART E: Project Management

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 the contractor during an annual planning conference, based on CDPHP section's budget and needs and contractor's capacity. To assist with Year 1 workplan and budget planning, below is a detailed list of the deliverables anticipated to be needed during the course of the contract.

PART A: CDPHP Section Strategic Planning
<i>A1: Finalized CDPHP Section Strategic Plan</i> <i>Consists of the following tasks:</i>
1) Planning and facilitating strategic planning meetings (~2 two-hour virtual meetings; ~2 two-hour in-person meetings see Part B1*).
2) Synthesizing meeting notes and other information gathered during strategic planning meetings.
3) Supporting CDPHP team with strategic plan drafting and design efforts.
<i>A2: Finalized Physical Activity and Nutrition (PAN) Unit Strategic Plan</i> <i>Consists of the following tasks:</i>
1) Conducting a basic environmental scan to help identify existing, relevant physical activity and nutrition related work to consider during strategic planning efforts. Scan activities may include, but are not limited to: web research, stakeholder survey development and implementation, stakeholder interviews, reviewing relevant programs' existing strategic plans, and summarizing scan findings into a simple report.
2) Planning and facilitating strategic planning meetings (~2 two-hour in-person or virtual meetings; see Part B1*).
3) Supporting PAN team with strategic plan drafting and design efforts.

PART B: Meeting/Training Logistics and Facilitation
<i>B1: Strategic Planning Meeting Facilitation</i> <i>Consists of the following tasks:</i>
1) Planning and facilitating CDPHP section-wide strategic planning meetings (~2 two-hour virtual meetings; ~2 two-hour in-person meetings; same as Part A1, not to be duplicated in budget proposal*)
2) Planning and facilitating PAN team's strategic planning meetings (~2 two-hour in-person or virtual meetings; identical to Part A2 above. As this can be considered a duplicate, proposals should reflect that this item need not be cost considered both times)
*Please note: These strategic planning meeting facilitation activities are listed under both Part A and Part B of the deliverables based on the nature of the activity falling under both parts. However, these activities should only be included in the project budget once in either of the sections/parts they are listed (Part A or B).

B2: Tobacco Prevention & Control (TPC) Unit Meeting Support**Consists of the following tasks:**

- 1) Developing the agendas and facilitating monthly TPC Community of Practice Facilitators meetings.
 - a) Meetings are all virtual.
 - b) Provide technical assistance and training for participants in best practices for facilitation for their prospective community of practice (a train-the-trainer/facilitator approach).
- 2) Developing agendas and co-facilitating 1 monthly Community of Practice focused on evidence-based tobacco control strategies.
 - a) Meetings are all virtual
 - b) Facilitation will focus on empowering a peer group to network and advance their practice through ongoing research, information sharing, and peer networking.
 - i) Expertise in the strategies can be supported through guest speakers and highlights by CoP members.
- 3) Developing the agendas and co-facilitating monthly TPC statewide contractor meetings.
 - a) 1-2 in-person meetings per year are held in Anchorage.

B3: Alaska Breastfeeding Coalition (ABC) Support**Consists of the following tasks:**

- 1) ABC Coalition Meeting, Member, & Project Support:
 - a) Organize and support facilitation of monthly virtual and/or in-person meetings, including: scheduling meetings, drafting agendas, communicating with ABC members and the public, coordinating meeting content, taking notes, and following up with action items.
 - b) Manage the ABC membership listserv/list and communicate with member organizations and individuals using a variety of methods, including: mail, email, social media and texting to maintain member engagement.
 - c) Recruit new coalition members as needed/desired by ABC leadership and SOA project manager.
 - d) Conduct an annual Member Survey to determine membership's activities of interest in the areas of education, advocacy, and systems change and identify annual goals/activities/focus areas. Survey could also be used to reach out to relevant non-participating members/organizations to identify barriers to engagement and then follow up by advising coalition board members/leadership to address identified barriers to increase participation.
 - e) Assist ABC leadership with coalition organizational structure to support sustainability as needed/desired (e.g. update vision, mission, goals, and activities of coalition, as needed; identify possible future funding sources; assist with grant writing duties; develop workgroups/annual action plan; identify possible future backbone agency, etc.).
 - f) Provide support and guidance to ABC Treasurer (e.g. developing and managing annual coalition budgets).
 - g) Provide collaborative support between ABC and State with special projects such as "Breastfeeding Welcomed Here" and U.S. Breastfeeding Committee involvement. Additional special project assistance may be identified over the length of the contract. A detailed ABC Coalition Meeting, Member, and Project Support workplan will be developed in partnership with ABC leadership annually based on ABC's needs and vendor's capacity.

2) Annual ABC Conference Support:

- a) Support the ABC board with the planning, organization, and implementation of an annual Alaska Lactation Conference. Work with ABC leadership to determine conference planning assistance as needed each year. A detailed Conference Support workplan will be developed in partnership with ABC leadership annually based on ABC's needs and vendor's capacity. (The 2025 conference [agenda can be found here.](#))
- b) Provide professional development and in-person conference travel assistance up to 10 rural Alaskan coalition members.
 - i) Please note: Event management duties are not expected to be conducted by the vendor under this contract and will instead be managed by the State's existing Event Management Services contract. However, vendor may be expected to work in partnership with the Event Management Services contractor.

B4: Cancer Coalition Technical Assistance and Logistics

Consists of the following tasks:

- 1) Coordinate representation of the coalition at national meetings.
- 2) Plan and facilitate 1 in-person, full-day, Full Member meeting in Anchorage annually.
 - a) Book meeting locations, manage catering orders, attend meetings, and take minutes.
 - b) Organize and purchase travel and accommodations for up to 10 coalition members per meeting (See State Approved Travel Guidelines).
 - c) Prepare an executive summary of the meeting within 30 days after the meeting.

B5: Diabetes and Take Heart Coalition Facilitation Support:

Consists of the following tasks:

- 1) Organize and support facilitation of monthly (12) virtual lunch and learn meetings, including: scheduling meetings, drafting agendas, coordinating with guest speakers/educators, communicating with coalition members, coordinating meeting content, taking notes, and following up with action items.
- 2) Organize and support facilitation of Fall 2026 or Spring 2027 in-person coalition meeting in Anchorage.
- 3) Provide travel sponsorships for select coalition members (up to 10) for Fall 2026 or Spring 2027 in-person meeting.

B6: Alaska Statewide Violence & Injury Prevention Program (ASVIPP) Meeting Support

Consists of the following tasks:

- 1) Support ASVIPP Coalition and Community of Practice (CoP) virtual meetings (~16/annually):
 - a) Services may include arranging for remote member participation (usually via teleconference and webinar); supporting development of an annual workplan for coalition and each CoP; tracking progress on the annual work plan; working with co-chairs and the project director to finalize agendas; and sending meeting reminders, agendas, and notes to members.
 - i) Prepare for, participate in and document meetings.
 - ii) Provide additional support as needed between meetings.

- i) Coalitions/CoPs Supported Include:
 - (1) ASVIPP Coalition (3 quarterly meetings; 1-2 hours in length)
 - (2) CoP Shared Risk & Protective Factors (3 quarterly meetings; 1-2 hours in length)
 - (3) CoP Suicide Prevention (3 quarterly meetings; 1-2 hours in length)
 - (4) CoP Falls (6 quarterly meetings; 1-2 hours in length)
 - (5) CoP Transportation & Injury Prevention (3 quarterly meetings; 1-2 hours in length)
 - (6) One annual ASVIPP Coalition and CoP combined virtual strategic planning conference (annually; ~3 hours in length)
 - (a) Services will include registration, tech support, speaker coordination, marketing conference, agenda development, and presentation submission coordination.
- 2) Support ASVIPP Coalition and CoP combined in-person annual strategic planning meeting (meeting located in Anchorage, 4-6 hours in length)
 - a) Prepare for, participate in, and document annual meeting.
 - b) Update ASVIPP Prevention Plan 2022-2026, including sustainability planning.
 - c) Support updates of work plan activities and strategies.
 - d) Provide other materials or information required for the meeting.
 - e) Organize and purchase travel for up to three (3) ASVIPP members during years 3-5, and up to one national subject matter expert to attend each annual meeting. Work with the project director to identify members and national subject matter experts to receive travel assistance.

B7: Youth Public Health Surveillance System Workgroup Support**Consists of the following tasks:**

- 1) Collect community concerns with the methods currently used to administer the Youth Risk Behavior Survey in Alaska with School Administrators (School Boards, Superintendents), Parents, Youth, Youth Serving Organizations, and Tribal Organizations and gather recommendations for future in-school or non-school-based survey models.
 - a) Identify partners and agencies (school boards, superintendents, Tribal Organizations, youth, youth serving organizations, and other interested parties) and assess interest in participation. We are requesting participation within the following ranges to ensure broad representation across groups:
 - i) School administrators (12–18 total)
 - ii) 4–6 superintendents or district leads
 - iii) 4–6 principals
 - iv) 2–4 school board members
 - v) Parents: 12–20 participants
 - vi) Youth: 15–25 participants
 - vii) Youth-serving organizations: 10–15 participants
 - viii) Tribal organizations: 8–12 participants
 - ix) This results in an estimated total of 57–90 interviewees across all advisory groups.
 - b) Develop engagement materials (agendas, slide decks, discussion guides).
 - c) Schedule meetings and focus groups.
 - d) Conduct focus groups and listening sessions with interested parties prioritizing in-person meetings.
 - i) We anticipate conducting approximately 20–24 focus groups and listening sessions. We propose grouping participants as follows:
 - (1) Parents, school administrators, and school board members
 - (2) Youth and youth-serving organizations
 - (3) Tribal organizations
 - ii) Our preference is to hold in-person sessions in Anchorage and the Mat-Su region, with participants from these areas not combined into the same sessions. For other locations, participants may be grouped more flexibly; however, we recommend generally grouping rural participants separately from urban participants where feasible.
 - iii) Additional sessions may be conducted remotely to ensure broad participation and accessibility.
 - e) Purchase and distribute participation incentives. Vendor will work with SOA project team to decide upon appropriate incentive type and dollar amount.
 - f) Draft two reports that summarize partner-identified concerns, barriers, and potential solutions.
 - i) **Comprehensive Internal Report**
 - (1) Detailed qualitative review and coding
 - (2) Thematic analysis
 - (3) Summary of findings
 - (4) Representative quotes
 - (5) Identified barriers
 - (6) Actionable recommendations
 - ii) **High-Level Participant Summary Report**
 - (1) Concise summary of key themes and recommendations
 - (2) Written in clear, accessible language

- (3) Designed specifically to share back with focus group participants
- (4) Formatted for distribution to participants with the option for website publication if appropriate

B8: Faith Based Health & Wellness (FBHW) Coalition Initiation and Support

- 1) Faith-Based Health & Wellness Coalition Meeting, Member, & Project Support:
 - a) Recruit new coalition members as needed/desired by FBHW project leadership and SOA project manager.
 - b) Organize and support facilitation of monthly virtual and/or in-person meetings, including: scheduling meetings, drafting agendas, communicating with FBHW coalition members and the public, coordinating meeting content, taking notes, and following up with action items.
 - c) Manage the FBHW coalition membership listserv/list and communicate with member organizations and individuals using a variety of methods, including: mail, email, social media and texting to maintain member engagement.
 - d) Conduct an annual Member Survey to determine membership's activities of interest and identify annual goals/activities/focus areas to inform annual FBHW coalition workplan.
 - e) Facilitate the development of an annual FBHW coalition workplan with Specific, Measurable, Attainable, Realistic and Timebound (SMART) activities.
 - f) Research and disseminate various professional development opportunities specific to the field of faith-based health and wellness.
 - g) Allocate and distribute at least \$20,000 to selected coalition agencies providing professional development and annual workplan activity implementation in the field of faith-based health and wellness promotion and program development, as budget allows.

<p>PART C: Section Project Communication Support Deliverables</p>
<p><i>C1: Tobacco Prevention and Control (TPC) Unit Communication Support</i></p> <p><i>Consists of the following tasks:</i></p>
<p>1) Developing and distributing twice-monthly newsletter (specific for TPC Unit). Activities include but are not limited to: collecting content from TPC team members and partners; formatting and editing content from various partners for consistent voice and style; managing the listserv; distributing the newsletter. (Approximately 1-2 hours of activity per week is anticipated.)</p>
<p>2) Developing and maintaining an online resource webpage (specific for TPC Unit).</p> <p>a) Developing, hosting, and maintaining a simple online resource webpage that houses TPC training materials (e.g. slide decks, recorded trainings, list of upcoming trainings available to partners, etc.).</p>
<p><i>C2: CDPHP As-Needed Communication & Mailing Support</i></p> <p><i>Consists of the following tasks:</i></p>
<p>1) Developing and designing section communication materials, such as program summaries, data reports, and fact sheets, etc. (as needed and as budget and contract capacity allow). This task will serve as a backup for CDPHP’s internal design team if/when internal team’s workload is at capacity.</p> <p>a) Note: All materials that will be published online must be Americans with Disabilities Act (ADA) web-accessible communication materials. During the term of this contract, the contractor’s work must be compliant with the most current Web Content Accessibility Guidelines required by the State of Alaska Accessibility Policy. In 2026, all of the department’s content (pages, documents, videos, etc.) that’s available online must meet the Web Content Accessibility Guidelines (WCAG) 2.1 A/AA requirements. Failure or inability of the contractor to produce online materials that are compliant with these standards may result in the contract being terminated for non-compliance.</p>
<p>2) Providing as-needed CDPHP material mailers/communications support (e.g. fielding community partners’ material request emails, organizing and sending material mailings). Approximately 300 material mailing requests per year.</p>
<p><i>C3: Alaska Breastfeeding Coalition (ABC) Website Content Maintenance & Update Support:</i></p> <p><i>Consists of the following tasks:</i></p>
<p>1) Using ABC’s existing web platform, provide support to maintain and update the ABC website content (https://www.alaskabreastfeeding.org/) with accurate information and up-to-date resources. A detailed ABC Existing Website Content Maintenance and Updates Support workplan will be developed in partnership with ABC leadership annually based on ABC’s needs and vendor’s capacity.</p>

PART D: Grant Research, Writing, and Technical Assistance Project Deliverables
D1: Physical Activity and Nutrition (PAN)-Related Bi-Weekly Funding Opportunity Summaries Consists of the following tasks:
1) Conducting bi-weekly (every two weeks), systematic scans for relevant PAN-related funding opportunities. Criterion for relevance will be co-developed between CDPHP program management and vendor/contract team. In year 1 of the contract, relevance will be more narrowly defined as funding opportunities that support evidence-based physical activity and nutrition promotion projects. Future project years may include a more broadly defined CDPHP-related criterion for funding opportunities to include in scans and summaries.
2) Identifying available, upcoming PAN-related funding opportunities for PAN community partners to consider applying for.
3) Summarizing identified upcoming funding opportunities in bi-weekly report (formatted so CDPHP team can email the summaries to community partners via listservs and other forms of electronic communication) for community partner review and submission consideration.
D2: Cancer Coalition-Related Quarterly Funding Opportunity Research & Summaries Consists of the following tasks:
1) Research funding opportunities that align with cancer coalition activities at least quarterly.
2) Draft funding opportunity summaries for Cancer program to disseminate to coalition members.
D3: Successfully Support Writing and Submitting ~10 PAN-Related Funding Applications Consists of the following tasks:
1) (Y1 Only) Co-developing community partner selection criteria with CDPHP project management team. This criterion will help to identify community partners who (1) have well-developed projects that are most relevant to the respective funding opportunities; (2) have the greatest need for grant writing support, and (3) have the best chance of receiving a successful grant award. Criterion will help guide the selection process for the limited number of community partners who receive grant writing support from contractor.
2) Assisting with the organization, timelines, and general development of grant proposals. Approximately 10 grant proposal submissions per year. However, the total annual number will be dependent upon available budget and vendor/contractor capacity, recognizing that grant proposal development takes varying amounts of time and effort.
3) Submitting funding applications on behalf of community partners, as needed.

<p>D4: Successfully Support Writing and Submitting ~5 Cancer Coalition Partner’s Applications</p> <p>Consists of the following tasks:</p>
<p>1) Assisting with the organization, timelines, and general development of grant proposals. Approximately 5 grant proposal submissions per year. However, the total annual number will be dependent upon available budget and vendor/contractor capacity, recognizing that grant proposal development takes varying amounts of time and effort.</p>
<p>2) Submitting funding applications on behalf of community partners, as needed.</p>
<p>D5: Limited Technical Assistance to Community Partners Receiving Grant Awards</p> <p>Consists of the following task:</p>
<p>1) Providing various types of technical assistance, as needed, to community partners who have received grant awards as a result of the work tasked in the deliverable PART D3 and D4 above (up to 10-15 community partner agencies per year), as budget and contractor capacity allows. Technical assistance may come in various forms, such as but not limited to: reviewing and summarizing grant award compliance requirements for community partners, to help ensure successful grant implementation and compliance; development of reporting or evaluation templates or tools to support community partner grant compliance, etc. All technical assistance efforts are aimed at supporting the community partner with successful and compliant implementation of grant activities.</p>

<p>PART E: Project Management</p>
<p>E1: Overall Project Management</p> <p>Consists of the following tasks:</p>
<p>1) Participate in Year 1 planning/contract organizing kick off meetings i) (approximately 4, 1-hour meetings)</p>
<p>2) Participate in monthly project check-in communication (calls/emails) with various project managers/deliverable leads.</p>
<p>3) Participate in Year 2 Annual Planning Conference i) (approximately 4, 1-hour meetings)</p>
<p>4) Drafting progress reports to accompany invoices.</p>
<p>5) Submitting invoices.</p>

SEC. 3.04 CONTRACT TERM AND WORK SCHEDULE

The length of the contract will be from the date of award, approximately **7/14/2026**, through **7/13/2028**, with the option to renew for **FOUR (4)** additional **2-year** terms under the same terms and conditions as the original contract. Renewals will be exercised at the sole discretion of the state.

Any extension of the contract beyond the exercised renewal options will be upon mutual agreement between the State and the contractor and effected with a contract amendment processed by the procurement officer and signed by both parties. All other terms and conditions of the contract, including those previously amended, shall remain in full force and effect. Unless otherwise agreed to by both parties, the procurement officer will provide written notice to the contractor of the intent to cancel an extension at least 30 days before the desired date of cancellation.

SEC. 3.05 CONTRACT TYPE

This contract is a fixed price, professional services contract.

SEC. 3.06 PAYMENT PROCEDURES

The state will make payments based on a negotiated payment schedule, monthly or quarterly and deliverable/project based. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

SEC. 3.07 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Commissioner of the Department of Health or the Commissioner's designee. The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

For agreements over \$500,000, under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract. Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

SEC. 3.08 ELECTRONIC PAYMENTS

The State of Alaska prefers vendors receive payment via Electronic Funds Transfer (EFT). The contractor may review information concerning the EFT process and access the Electronic Payment Agreement Form for Vendors at the following link: <https://doa.alaska.gov/dof/vendor.html>.

Any single contract payment of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

, absent the contractor's request, effect the above CPI price adjustment on a contract renewal amendment.

SEC. 3.09 LOCATION OF WORK

The location(s) the work is to be performed, completed and managed is at the contractor's location.

The state will not provide workspace for the contractor. The contractor must provide its own workspace.

Travel will NOT be required for work on this contract. There are some deliverables that require IN PERSON MEETINGS. The state WILL NOT pay for or otherwise compensate the vendor for travel outside of the state of Alaska (to or from Alaska).

SEC. 3.10 SUBCONTRACTORS

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must complete the Submittal Form identified in Section 4.02 of this RFP.

An offeror's failure to provide this information with their proposal may cause the state to consider their proposal non-responsive and reject it.

Subcontractor experience shall be considered in determining whether the offeror meets the requirements set forth in Submittal Form G– Mandatory Requirements. **Offerors must be specific in Submittal Form G as to which subcontractor(s) defined in Submittal Form H– Subcontractors they are citing to meet the specific requirement listed in Submittal Form G.**

If a proposal with subcontractors is selected, the state may require a signed written statement from each subcontractor that clearly verifies the subcontractor is committed to provide the goods or services required by the contract.

The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director or procurement officer.

Note that if the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.

SEC. 3.11 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 3.12 RIGHT TO INSPECT PLACE OF BUSINESS

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

SEC. 3.13 F.O.B. POINT

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

SEC. 3.14 CONTRACT PERSONNEL

Any change of project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director or procurement officer. Changes that are not approved by the state may be grounds for the state to terminate the contract.

SEC. 3.15 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director or procurement officer may

instruct the contractor to make corrections or modifications if needed to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

SEC. 3.16 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Health or the Commissioner's designee.

SEC. 3.17 NONDISCLOSURE AND CONFIDENTIALITY

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

SEC. 3.18 INDEMNIFICATION

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any third-party claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

SEC. 3.19 INSURANCE REQUIREMENTS

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits.

Certificates of Insurance must be furnished to the procurement officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

Commercial Automobile Liability Insurance: covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

SEC. 3.20 TERMINATION FOR DEFAULT

If the project director or procurement officer determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

The procurement officer may also, by written notice, terminate the contract under Administrative Order 352 if the contractor supports or participates in a boycott of the State of Israel.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached in **SECTION 7. ATTACHMENTS.**

SECTION 4. PROPOSAL FORMAT AND CONTENT

SEC. 4.01 RFP SUBMITTAL FORMS

This RFP contains Submittal Forms, which must be completed by the offeror and submitted as their proposal. An electronic copy of the forms is posted along with this RFP. Offerors shall not re-create these forms, create their own forms, or edit the format structure of the forms unless permitted to do so.

Unless otherwise specified in this RFP, the Submittal Forms shall be the offeror’s entire proposal. Do not include any links or marketing information in the proposal or it may be removed by the procurement officer prior to the proposals being sent to the proposal evaluation committee (PEC).

Any proposal that does not follow these requirements may be deemed non-responsive and rejected.

SEC. 4.02 SPECIAL FORMATTING REQUIREMENTS

The offeror must ensure that their proposal meets all special formatting requirements identified in this section.

Documents and Text: All attachment documents must be written in the English language, be single sided, and be single spaced with a minimum font size of 12. Pictures or graphics may be used if the offeror feels it is necessary to communicate their information, however, be aware of the below requirements for page limits.

Page Limits: Some Submittal Forms listed below have maximum page limit requirements. Offerors must not exceed the maximum page limits. Note, the page limit applies to the front side of a page only (for example, ‘1 Page’ implies that the offeror can only provide a response on one side of a piece of paper).

SPECIAL NOTE: Resumes may be attached/included with **Submittal Form B – Experience and Qualifications of the Personnel with NO penalty to the page limits**

Submittal Form	Anonymous Document	Maximum Page Limits
Submittal Form A – Offeror Information and Certifications		N/A
Submittal Form B – Experience and Qualifications of the Personnel	No	5
Submittal Form C – Experience and Qualifications of the Firm	No	5
Submittal Form D – Understanding of the Project	No	5
Submittal Form E – Methodology Used for the Project	No	5
Submittal Form F – Management Plan for the Project	No	5
Submittal Form G – Mandatory Requirements		N/A
Submittal Form H – Subcontractors		N/A
Submittal Form I – Cost Proposal		N/A

Any Submittal Form that is being evaluated and does not follow these instructions may receive a ‘1’ score for the evaluated Submittal Form, or the entire response may be deemed non-responsive and rejected. Failure to submit any of the Submittal Forms will result in the proposal being deemed non-responsive and rejected.

SEC. 4.03 OFFEROR INFORMATION AND CERTIFICATIONS (SUBMITTAL FORM A)

The offeror must complete and submit this Submittal Form. The form must be signed by an individual authorized to bind the offeror to the provisions of the RFP.

By signature on the form, the offeror certifies they comply with the items listed in the Certifications section of the Submittal Form. If the offeror fails to comply with these items, the state reserves the right to disregard the proposal, consider the contractor in default, or terminate the contract.

The Submittal Form also requests the following information:

- a) The complete name and address of offeror's firm along with the offeror's Tax ID.
- b) Information on the person the state should contact regarding the proposal.
- c) Names of critical team members/personnel.
- d) Addenda acknowledgement.
- e) Conflict of interest statement.
- f) Alaska preference qualifications.

An offeror's failure to provide this information may cause the proposal to be considered non-responsive and rejected.

SEC. 4.04 EXPERIENCE AND QUALIFICATIONS OF THE PERSONNEL (SUBMITTAL FORM B)

NOTE: Resumes/CVs may be attached to submittal form with no penalty to the page limits

1. Offerors must provide details of the primary project manager's specific experience in projects of a similar nature.
2. Provide examples of how the individuals assigned to the project (identified in Submittal Form A) have directly related experience on similar projects.
3. For both 1 and 2 above, this can include other specific areas of expertise, including:
 - a. Providing organizational strategic planning support
 - b. Providing meetings and/or training logistics planning and facilitation support
 - c. Providing project communication support
 - d. Researching and assisting with the organization, timelines, and general development of grant proposals in sectors that are relevant to the scope of work and deliverables
4. Attach resumes for all individuals assigned to the project (note that that attached resumes do not count against the page limit).
5. Finally, offerors must provide a description of the organization of the project team and the individual(s) responsible and accountable for the completion of each component and deliverable of the RFP.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.05 EXPERIENCE AND QUALIFICATIONS OF THE FIRM (SUBMITTAL FORM C)

Note that on this submittal form, offerors must describe how their organization has the skill, knowledge and abilities to execute the Scope-Of-Work and Deliverables of the project. It provides the opportunity to provide relevant documentation of how the organization's past experience has permitted it to overcome the skills and experience deficit of the available team.

1. The offeror must describe their experience providing organizational strategic planning support.
2. Describe the organization's experience providing meeting and/or training logistics planning and facilitation support.
3. The offeror must describe the organization's experience providing project communication support (e.g. designing print materials, designing and managing web content, etc.).
4. Describe the organization's experience researching and assisting with the organization, timelines, and general development of grant proposals in sectors that are relevant to the scope-of-work and deliverables.
5. If Subcontractors are proposed, describe the firm's experience employing subcontractors and the processes and methods that are used to manage the subcontractors to produce high-quality work. Provide reasons to use them, and examples of using them in the past.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.06 UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM D)

Offerors must provide detail that demonstrates their understanding of the requirements of the project and how to meet the state's needs. Include information that demonstrates an understanding of the importance of flexibility with this 10-year project? Offeror must identify pertinent issues and potential problems related to this project.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.07 METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM E)

Offerors must provide detail that demonstrates the methodology they will employ and how the methodology will serve to accomplish the work and meet the state's needs.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.08 MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM F)

Offerors must provide detail that demonstrates the management plan they intend to follow and how the plan will serve to accomplish the work and meet the state's needs.

Offerors must also identify any potential issues, risks, or problems they foresee with this project and how they will address them.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.09 MANDATORY REQUIREMENTS (SUBMITTAL FORM G)

Offerors must complete and submit this Submittal Form. Note that explanations as to how the offeror meets the mandatory requirements **MUST** be completed.

SEC. 4.10 SUBCONTRACTORS (SUBMITTAL FORM H)

If using subcontractors, the offeror must complete and submit this Submittal Form

SEC. 4.11 COST PROPOSAL (SUBMITTAL FORM I)

Offerors must complete and submit this Submittal Form. Proposed costs must all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the state. No additional charges shall be allowed.

SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

SEC. 5.01 SUMMARY OF EVALUATION PROCESS

The state will use the following steps to evaluate and prioritize proposals:

- 1) Proposals will be assessed for overall responsiveness. Proposals deemed non-responsive will be eliminated from further consideration.
- 2) A proposal evaluation committee (PEC), made up of at least three state employees or public officials, will evaluate specific parts of the responsive proposals.
- 3) The Submittal Forms, from each responsive proposal, will be sent to the PEC. No cost information will be shared or provided to the PEC.
- 4) The PEC will independently evaluate and score the documents based on the degree to which they meet the stated evaluation criteria.
- 5) After independent scoring, the PEC will have a meeting, chaired by the procurement officer, where the PEC may have a group discussion prior to finalizing their scores.
- 6) The evaluators will submit their final individual scores to the procurement officer, who will then compile the scores and calculate awarded points as set out in Section 5.03.
- 7) The procurement officer will calculate scores for cost proposals as set out in Section 5.09 and add those scores to the awarded points along with factoring in any Alaska preferences.
- 8) The procurement officer may ask for best and final offers from offerors susceptible for award and revise the cost scores accordingly.
- 9) The state will then conduct any necessary negotiations with the highest scoring offeror and award a contract if the negotiations are successful.

SEC. 5.02 EVALUATION CRITERIA

Proposals will be evaluated based on their overall value to state, considering both cost and non-cost factors as described below. Note: An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

Overall Criteria	Weight
Responsiveness	Pass/Fail
Mandatory Requirements Compliance (Submittal Form G)	Pass/Fail

Technical Criteria		Weight
Experience and Qualifications of the Personnel	(Submittal Form B)	115
Experience and Qualifications of the Firm	(Submittal Form C)	115
Understanding of the Project	(Submittal Form D)	125
Methodology Used for the Project	(Submittal Form E)	220
Management Plan for the Project	(Submittal Form F)	125
	Total	700

Cost Criteria	Weight
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Cost Proposal	(Submittal Form I)	200
Total		200

Preference Criteria	Weight	
Alaska Offeror Preference (if applicable)	100	
Total		100

TOTAL EVALUATION POINTS AVAILABLE: 1000

SEC. 5.03 SCORING METHOD AND CALCULATION

The PEC will evaluate responses against the questions set out in Sections 5.04 through 5.07 and assign a single score for each section. Offerors’ responses for each section may be rated comparatively against one another with each PEC member assigning a score of 1, 5, or 10 (with 10 representing the highest score, 5 representing the average score, and 1 representing the lowest score). Responses that are similar or lack dominant information to differentiate the offerors from each other will receive the same score. Therefore, it is the offeror’s responsibility to provide dominant information and differentiate themselves from their competitors.

After the PEC has scored each section, the scores for each section will be totaled and the following formula will be used to calculate the amount of points awarded for that section:

- 1) Maximum Points Available / Maximum Combined PEC Score Possible
- 2) Combined PEC Score x Result of 1)

Example (Maximum Points Available for the Section = 100):

	PEC Member 1 Score	PEC Member 2 Score	PEC Member 3 Score	PEC Member 4 Score	Combined Total Score	Points Awarded
Offeror 1	10	5	5	10	30	75
Offeror 2	5	5	5	5	20	50
Offeror 3	10	10	10	10	40	100

Offeror 1 was awarded 75 points:

$$\frac{\text{Maximum Points Available (100)}}{\text{Maximum Combined PEC Score Possible (40)}} = 2.5$$

$$\text{Combined PEC Score (30)} \times 2.5 = \text{Points Awarded (75)}$$

Offeror 2 was awarded 50 points:

$$\frac{\text{Maximum Points Available (100)}}{\text{Maximum Combined PEC Score Possible (40)}} = 2.5$$

Combined PEC Score (20) x 2.5 = Points Awarded (50)

Offeror 3 was awarded 100 points:

Maximum Points Available (100)

= 2.5

Maximum Combined PEC Score Possible (40)

Combined PEC Score (40) x 2.5 = Points Awarded (100)

SEC. 5.04 EXPERIENCE AND QUALIFICATIONS OF THE PERSONNEL

This portion of the offeror's proposal will be evaluated against the following questions:

- 1) Do the individuals assigned to the project have experience on similar projects?
- 2) Did the offeror provide solid examples of how the individuals assigned to the project have experience on similar projects?
- 3) Are resumes complete for all individuals assigned to the project, and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- 4) How extensive is the applicable education and experience of the individuals assigned to work on the project?
- 5) Did the offeror provide solid examples of how the individuals assigned to the project have experience in (a) providing organizational strategic planning support; (b) providing meeting and/or training logistics planning and facilitation support; (c) providing project communication support (e.g. designing print materials, designing and managing web content, etc.); and (d) researching and assisting with the organization, timelines, and general development of grant proposals in sectors that are relevant to improving outcomes related to injury, substance misuse and/or chronic disease prevention and/or its related risk and protective factors such as tobacco use, physical activity and eating/drinking healthy foods and drinks.

SEC. 5.05 EXPERIENCE AND QUALIFICATIONS OF THE FIRM

This portion of the offeror's proposal will be evaluated against the following questions:

- a) How well did the offeror describe their experience providing organizational strategic planning support?
- b) How well did the offeror describe their experience providing meeting and/or training logistics planning and facilitation support?
- c) How well did the offeror describe their experience providing project communication support (e.g. designing print materials, designing and managing web content, etc.)?
- d) How well did the offeror describe their experience researching and assisting with the organization, timelines, and general development of grant proposals in sectors that are relevant to improving outcomes related to injury, substance misuse and/or chronic disease prevention and/or its related risk and protective factors such as tobacco use, physical activity and eating/drinking healthy foods and drinks.
- e) How well did the offeror describe its use and management of Subcontractors? Were examples of their use and resumes of the proposed subcontractors included?

SEC. 5.06 UNDERSTANDING OF THE PROJECT

This portion of the offeror's proposal will be evaluated against the following questions:

- a. How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project and the steps necessary to achieve the project's goals and objectives?
- b. To what degree has the offeror demonstrated an understanding of the deliverables the State expects them to provide?
- c. How well does the offeror demonstrate an understanding of the importance of flexibility with this 10-year project?
- d. How well has the offeror identified pertinent issues and potential problems related to the project?

SEC. 5.07 METHODOLOGY USED FOR THE PROJECT

This portion of the offeror's proposal will be evaluated against the following questions:

- a. How well does the offeror explain the logical steps necessary to successfully provide organizational strategic planning support to the Section of CDPHP and its respective programs?
- b. How well does the offeror explain the logical steps necessary to successfully provide meeting and/or training logistics planning and facilitation support to the Section of CDPHP's respective programs?
- c. How well does the offeror explain the logical steps necessary to successfully provide on-demand project communication support (e.g. designing print materials, designing and managing web content, etc.)?
- d. How well does the offeror explain the logical steps necessary to successfully research and assist with the organization, timelines, and general development of grant proposals in sectors that are relevant to improving outcomes related to injury, substance misuse and/or chronic disease prevention and/or its related risk and protective factors such as tobacco use, physical activity and eating/drinking healthy foods and drinks?
- e. How well has the offeror demonstrated the ability to work independently and efficiently?
- f. How well has the offeror demonstrated the ability to work collaboratively and in a respectful manner with a diverse Section of CDPHP team and their community partners?

SEC. 5.08 MANAGEMENT PLAN FOR THE PROJECT

This portion of the offeror's proposal will be evaluated against the following questions:

- g. How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- h. How well is accountability completely and clearly defined for all of the project deliverables?
- i. How well does the management plan illustrate the lines of authority and communication?
- j. Has the offeror provided a detailed timeline that will achieve the project requirements?

- k. How well does the management plan illustrate the ability to be flexible from year to year in order to meet the needs of the resultant contract?
- l. Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?

SEC. 5.09 CONTRACT COST (COST PROPOSAL)

20% of the total evaluation points will be assigned to cost. After the procurement officer applies any applicable preferences, the offeror with the lowest total cost will receive the maximum number of points allocated to cost per 2 AAC 12.260(c). The point allocations for cost on the other proposals will be determined using the following formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

Example (Max Points for Contract Cost = 400):

Step 1

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

Offeror #1	\$40,000
Offeror #2	\$42,750
Offeror #3	\$47,500

Step 2

In this example, the RFP allotted 40% of the available 1,000 points to cost. This means that the lowest cost will receive the maximum number of points.

Offeror #1 receives 400 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 400 points.

Offeror #2 receives 374.3 points.

$$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = 374.3$$

Offeror #3 receives 336.8 points.

$$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = 336.8$$

SEC. 5.10 APPLICATION OF PREFERENCES

Certain preferences apply to all state contracts, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the following website:

<https://oppm.doa.alaska.gov/policy-oversight/policy-resources/user-guide-matrixes/>

- Alaska Products Preference – AS 36.30.332
- Recycled Products Preference – AS 36.30.337
- Local Agriculture and Fisheries Products Preference – AS 36.15.050

- Employment Program Preference – AS 36.30.321(b)
- Alaskans with Disabilities Preference – AS 36.30.321(d)
- Alaska Veteran’s Preference – AS 36.30.321(f)
- Alaska Military Skills Program Preference – AS 36.30.321(l)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business’ or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. **An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

SEC. 5.11 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for goods or services under the name appearing on the offeror’s current Alaska business license;
- 3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

Alaska Bidder Preference Certification Form

In order to receive the Alaska Bidder Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 5.12 ALASKA VETERAN PREFERENCE

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- A. sole proprietorship owned by an Alaska veteran;
- B. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- C. limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- D. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

Alaska Veteran Preference Certification

In order to receive the Alaska Veteran Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 5.13 ALASKA MILITARY SKILLS PROGRAM PREFERENCE

An Alaska Military Skills Program Preference of 2%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and:

- A. Employs at least one person who is currently enrolled in, or within the previous two years graduated from, a United States Department of Defense SkillBridge or United States Army career skills program for service members or spouses of service members that offers civilian work experience through specific industry training, pre-apprenticeships, registered apprenticeships, or internships during the last 180 days before a service member separates or retires from the service; or
- B. has an active partnership with an entity that employs an apprentice through a program described above.

Alaska Military Skills Program Preference Certification

In order to receive the Alaska Military Skills Program Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

In addition, proof of graduation of the qualifying employee from an eligible program as described in AS 36.30.321(l) must be provided to the procurement officer at time of proposal submission. Offerors must provide clarification or additional information requested by the procurement officer related to the preference not later than 5:00 PM Alaska Time one (1) business day following the date of the request. Failure to provide sufficient documentation will result in the offeror not receiving the Military Skills Program Preference.

SEC. 5.14 ALASKA OFFEROR PREFERENCE

Per 2 AAC 12.260, if an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points, which will be added to the offeror's overall evaluation score.

Example:

Step 1

Determine the number of points available to qualifying offerors under this preference:

1000 Total Points Available in RFP x 10% Alaska Offeror preference = 100 Points for the preference

Step 2

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska Offeror preference. For the purpose of this example, presume that all proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1	830 points	No Preference	0 points
Offeror #2	740 points	Alaska Offeror Preference	100 points
Offeror #3	800 points	Alaska Offeror Preference	100 points

Step 3

Add the applicable Alaska Offeror preference amounts to the offerors' scores:

Offeror #1	830 points
Offeror #2	840 points (740 points + 100 points)
Offeror #3	900 points (800 points + 100 points)

Offeror #3 is the top scoring offeror.

SEC. 5.15 SHORTLISTING

After proposals have been prioritized, the state may shortlist and interview the top three highest ranking offerors. The state may increase or decrease the number of offerors in this list based on the competitiveness of the proposals and/or from feedback from the PEC.

SEC. 5.16 COST REASONABLENESS

Prior to entering into contract negotiations, the procurement officer may perform a cost reasonableness assessment of all shortlisted proposals in the following manner:

- If the highest ranked offeror's cost proposal is within 5% of the next highest ranked offeror's cost proposal, the state will proceed to invite the highest ranked offeror to contract negotiations.
- If the highest ranked offeror's cost proposal is 5% or more higher than the next highest ranked offeror's cost proposal, the state reserves the right to invite the second highest ranked offeror to contract negotiations.

SEC. 5.17 CONTRACT NEGOTIATIONS

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals.

If the selected offeror:

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

The state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

SEC. 5.18 METHOD OF AWARD

Contracts will be awarded to the offeror deemed most advantageous, as determined by the scoring.

Each offeror has a total of 1,000 points available.

After applying applicable preferences, Points are determined by combining scores from the offeror's technical proposal (in accordance with Sections 5.04 through 5.07) with the points from the Cost Proposal.

The result will determine the total points awarded to the offeror for their proposal.

SEC. 5.19 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award and send copies of that notice to all offerors who submitted proposals. The notice will list the names of all offerors and identify the offeror(s) selected for award.

SECTION 6. GENERAL PROCESS AND LEGAL INFORMATION

SEC. 6.01 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the project director or procurement officer. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing** for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

SEC. 6.03 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign the state's Standard Agreement Form for Professional Services. This form is attached with the RFP for your review. The contractor must comply with the Appendix A contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law, and the state reserves the right to reject a proposal that is non-compliant or takes exception with the contract terms and conditions stated in the Agreement. Any requests to change language in this document (adjust, modify, add, delete, etc.), must be set out in the offeror's proposal in a separate document. Please include the following information with any change that you are proposing:

- 1) Identify the provision that the offeror takes exception with.

- 2) Identify why the provision is unjust, unreasonable, etc.
- 3) Identify exactly what suggested changes should be made.

SEC. 6.04 BUSINESS ASSOCIATE AGREEMENT (BAA)

The State has a standard BAA that is included in contracts that involve Personal Health Information (PHI) covered under the Health Insurance Portability and Accountability (HIPAA) Act. This BAA will be included in the fully executed contract and is attached along with this RFP as HIPAA BAA. Similar to Section 6.03, any request to change language in this document must be set out in the offeror's proposal in a separate document.

SEC. 6.05 QUALIFIED OFFERORS

Per 2 AAC 12.875, unless provided for otherwise in the RFP, to qualify as an offeror for award of a contract issued under AS 36.30, the offeror must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided;
or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the RFP.

If the offeror leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the offeror as a qualified offeror under AS 36.30.

SEC. 6.06 PROPOSAL AS PART OF THE CONTRACT

Part of all of this RFP and the successful proposal may be incorporated into the contract.

SEC. 6.07 ADDITIONAL TERMS AND CONDITIONS

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

SEC. 6.08 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <https://www.state.gov/trafficking-in-persons-report/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive or cancel the contract.

SEC. 6.09 RIGHT OF REJECTION

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;

- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest. **A proposal from a debarred or suspended offeror shall be rejected.**

SEC. 6.10 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

SEC. 6.11 DISCLOSURE OF PROPOSAL CONTENTS

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

SEC. 6.12 ASSIGNMENT

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer. Proposals that are conditioned upon the state's approval of an assignment will be rejected as non-responsive.

SEC. 6.13 SEVERABILITY

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

SEC. 6.14 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with Section 6.08 Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

If conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

If the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

SEC. 6.15 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

SEC. 6.16 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

SEC. 6.17 CLARIFICATION OF OFFERS

Prior to the contract negotiation period detailed in RFP Section 5.15, to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

SEC. 6.18 DISCUSSIONS WITH OFFERORS

Prior to the contract negotiation period detailed in RFP Section 5.15, the state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions, they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

SEC. 6.19 FEDERALLY IMPOSED TARIFFS

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased federal tariff, excise tax, or duty that may result in either an increase or decrease in the contact price and shall take appropriate action as directed by the procurement officer.
- **After-imposed or Increased Taxes and Duties:** Any federal tariff, excise tax, or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:

- a) The tariff, tax, or duty takes effect after the contract award date and isn't otherwise addressed by the contract;
- b) The contractor warrants, in writing, that no amount of the newly imposed federal tariff, excise tax, or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal tariff, excise tax, or duty for goods or services under the contract, except social security or other employment [taxes](#), that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.
- **State's Ability to Make Changes:** The state reserves the right to request verification of federal tariff, excise tax, or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
- **Price Change Threshold:** No adjustment shall be made to the contract price under this clause unless the amount of the adjustment exceeds \$250.

SEC. 6.20 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

SECTION 7. ATTACHMENTS

SEC. 7.01 ATTACHMENTS

Attachments:

- 1) Submittal Forms A – H
- 2) Cost Proposal (Submittal Form I)
- 3) Standard Agreement Form - Appendix A
- 4) HIPAA BAA