



Issue Date: June 2, 2026

ATTN: Vendors

**RE: Project Name:** Pharmacist Services  
**Project Number:** 2027-2000-0013  
**Project Location:** Statewide  
**Proposal Deadline Date and Time:** **June 4, 2026 @ 2:00 PM AST**

**Addendum # One (1)**

This addendum forms a part of the contract documents. All other items remain the same. In case of conflicts between this addendum and previously issued documents, this addendum shall take precedence.

The following are questions from interested parties and the department's responses:

1. Section 1.11 states the Notice of Intent to Award is June 1, 2026, the contract is issued June 21, and Section 3.02 states the start date "on or about July 1, 2026."

How long does the DOC background investigation, fingerprinting, and security awareness training typically take?

**RESPONSE:** *Security awareness training can be done in a relatively short amount of time (~30 minutes). Background investigations and fingerprinting have been known to take up to a month; however, services can be provided during that process.*

Is the July 1, 2026, start date contingent on clearance completion?

**RESPONSE:** *The Department anticipates the successful contractor to begin services on July 1, 2026.*

2. Section 3.01 describes both (a) ongoing daily pharmacy duties (ordering, inventory, supervising techs, securing the pharmacy) and (b) "temporary relief services" with no minimum/maximum guarantee.

Is the State seeking a steady ~37.5-hour/week embedded pharmacist, an as-needed relief pool, or both? This materially affects how an individual vs. an agency would staff and price the work.

**RESPONSE:** *The Department will require one (1) full-time pharmacist and one (1) part-time pharmacist to provide relief services as needed.*

3. Section 3.02 states the anticipated schedule is "up to 37.5 hours per week for 50 weeks per year" (1,875 hours) but also says "not to exceed 2,790 hours annually." Attachment 2

(Cost Proposal Form) locks in 2,790 hours for evaluation.

Which number should the Offerors price against?

**RESPONSE:** *1,875 hours are dedicated to full-time pharmacist services, 915 hours are dedicated to pharmacist relief services. Offerors shall submit their cost proposals based on the combined number of hours (2,790).*

What drives the gap between 1,875 and 2,790?

**RESPONSE:** *The gap of hours between 1,875 and 2,790 (915 hours) represents the number of hours the department anticipates relief services to use in a year's worth of service.*

4. Section 3.03 states "all rates will remain the same for the term of the contract," and Section 3.02 contemplates two optional one-year renewals through June 30, 2029.

Is the proposed hourly rate locked for the full three-year potential term, with no escalator at renewal?

**RESPONSE:** *It is expected that the hourly rate shall be locked for the full life of the contract, however, the department is open to negotiations around the time of renewals.*

5. Section 3.08 states, "Third Parties are not allowed," but Section 3.09 permits subcontractors.

How does the State distinguish the two for this procurement?

**RESPONSE:** *Subcontractors actively contribute to delivering the contracted service. They answer directly to the contractor rather than the Department.*

*Third-Party Service Providers include a much wider range of external associates. Examples of third-party service providers are payment processors, software vendors, IT consultants, and legal counselors. They differ from subcontractors as they do not directly provide contracted services.*

6. Section 4.07 says the rate must include all direct and indirect costs.

Does this include time spent on QS1 / EHR training, background-check processing, and security awareness training (biennial), or are those non-billables?

**RESPONSE:** *QS1 / EHR and security awareness training are conducted during billable work hours. Background check processing is not conducted by the contracted pharmacist.*

7. There are two dates shown for the deadline for submission of a proposal. On page 4 off the RFP the deadline for submission shows 2:00 PM on June 4, 2026, while on Attachment 1 Proposal Checklist the deadline for submission is shown as June 3, 2026. Would the department clarify which is the actual deadline, time and date?

**RESPONSE:** *Offerors must have their proposals submitted by 2:00 on June 4, 2026. The date provided on Attachment 1 Proposal Checklist is false and can be disregarded.*

8. Should the contractor anticipate the pharmacist working more than 7.5 – 8 hours per shift?

**RESPONSE:** *No, the department does not anticipate the contracted pharmacist working more than 7.5 – 8 hours per shift.*

9. Is the Department anticipating awarding multiple vendors or a sole awardee?

**RESPONSE:** *A sole offeror shall be awarded a contract for the services.*

10. Can you confirm the number of pharmacists the Department will need?

**RESPONSE:** *The Department will require one (1) full-time pharmacist and one (1) part-time pharmacist to provide relief services as needed.*

11. Is the Department requiring candidate resumes with the proposal?

**RESPONSE:** *Candidate resumes are required with the submission of a proposal.*

This addendum is considered part of the Request for Proposal (RFP) and is to be acknowledged in the offeror's proposals.

Please contact Benjamin Baker, 907-269-5909 or [benjamin.baker@alaska.gov](mailto:benjamin.baker@alaska.gov) if you have any questions.

Sincerely,

*Benjamin Baker*

Benjamin Baker  
Procurement Officer

**End of Addendum #1**