

Trust

Alaska Mental Health Trust Authority

HOME AND COMMUNITY BASED SERVICES INNOVATION AND REFORM

RFP 27-002M

Amendment #1

ISSUED June 5, 2026

**This amendment is being issued to correct some errors in the RFP
and answer questions submitted by potential offerors.**

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



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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the Trust:

Question 1: Could you please clarify the requirement in section 1.04 of the RFP (page 4), does an agency need to have prior experience working with the Alaska HCBS Medicaid waiver program? Is experience working with other state HCBS Medicaid waiver programs sufficient?

Answer: Each state's HCBS waiver program is unique to that state and for that reason, experience with the Alaska HCBS waiver is necessary to complete the work of the contract. Because of the small size of the contract offered, a training period or program to familiarize the contractor with the waiver program in Alaska is not possible. The contractor must be ready to work at the start of the contract.

Experience with other state HCBS Medicaid waiver programs meets the first experience requirement of Section 1.04 if the length of experience is sufficient, but not the second. Each state's HCBS waiver program is unique to that state and for that reason, experience with the Alaska HCBS waiver is necessary to complete the work of the contract.

Question 2: In Section 4.04 requires that we demonstrate experience providing consultative services for a State Medicaid agency implementing an interrail assessment instrument. Would a team member working for a State Medicaid agency as an employee be sufficient to meet this requirement?

Answer: While employing personnel with knowledge of the tool will likely enhance the application, the agency needs to have contract experience as a consultant working with a state using or implementing the interRAI assessment tool. The interRAI assessment tool is used in over 25 states and is the assessment tool currently being implemented in the State of Alaska HCBS waivers.

Question 3: Do reports and attachments need to be anonymized?

Answer: Yes. All parts of the application and attachment should be anonymized. See change 1 below.

Question 4: Without resumes being requested, does education and experience need to be noted?

Answer: Providing education for team members is not a requirement, but a combined education and experience will be criteria reviewed by the PEC and should be noted in the staff experience section.

Changes to the RFP:

Change 1: In Section 4.04 Experience and Qualification (Submittal Form B) on page 15 of the RFP, remove the entire section and replace it with the following:

Offerors must provide detail on the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract along with their titles and location(s) where work will be performed.

Offerors must also provide reference names and phone numbers for similar projects the offeror's firm has completed.

Offerors must include title pages and the executive summary or excerpt of two reports prepared for State Medicaid agencies that demonstrate their experience with the type of work described in this RFP. The Trust prefers at least one report be prepared for an Alaska agency. These summaries or excerpts may not exceed 10 pages per report. They shall be considered attachments to the submittal form and will not count toward the submittal form page limit.

Offerors must clearly demonstrate their experience providing consultative services for a State Medicaid agency implementing an interRAI assessment instrument.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. This Submittal Form shall be kept anonymous and must not contain any names that can be used to identify who the offeror is and cannot exceed the page limit (as described in Section 4.02).

Change 2: In Section 5.04 Experience and Qualifications on pages 18 and 19 of RFP, remove item 1 and replace it with the following:

1) Questions regarding the personnel:

- a) Do the individuals assigned to the project have experience on similar projects?
 - b) How extensive is the applicable education and experience of the personnel designated to work on the project?
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