STATE OF ALASKA

Department of Corrections
Division of Administrative Services

Statewide Behavioral Health Services

RFP 2027-2000-0098

Amendment #2

October 16, 2026

This amendment addresses the Q&A with potential offerors.

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

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_____
COMPANY SUBMITTING PROPOSAL

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AUTHORIZED SIGNATURE

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DATE

Questions submitted by potential offerors and answers from the state:

Question 1: Attachment 5 vs. Sec. 4.03, Cost Itemization: Sec. 4.03 asks offerors to "itemize the total cost and the number of estimated hours for each individual" on the project team, but Attachment 5's Special Requirements state the form "must not identify the offeror's proposed costs." Could you confirm which governs? Should Attachment 5 include hours only, with cost details reserved for the separately submitted Cost Proposal Form?

Answer: *Offeror cost details must be omitted from the Technical Proposal entirely and only be included on the cost proposal form.*

Question 2: Section 4.03 requires a résumé for each individual listed as part of the project team, while Section 1.04 specifically requires résumés only for the individual(s) who will be managing the contract. Since Attachment 5 corresponds to the requirements in Section 4.03, résumés should be provided for all project team members included in the organizational chart—not just the contract manager(s) identified under Section 1.04.

Answer: *Yes, Section 4.03 requires résumés for the individuals listed in the organizational chart. However, résumés for the individuals who will be managing the contract will also be required after the contract is awarded.*

Question 3: Sec. 1.04, Definition of "Offeror" Experience: Sec. 1.04 requires "a minimum of five (5) years of demonstrated experience providing behavioral health staffing services in a correctional setting." Could you clarify whether this experience must be held by the offeror entity itself, or whether it may be satisfied by the experience of the offeror's owners or management personnel gained at prior employers?

Answer: *Sec. 1.04 Prior Experience can be satisfied by the offeror's owner or management personnel gained from prior employers.*

Question 4: Attachment 5, Page Limit and Supporting Exhibits: Attachment 5's Special Requirements cap the submittal at five pages. Do required resumes and any supporting certificates count toward that five-page limit, or are they treated as supporting documentation outside the page count?

Answer: *Yes, they are treated as supporting documentation outside the page count.*

Question 5: Attachment 2, Cost Proposal Form, As-Needed Facility Hours: For the four facilities served on an as-needed basis (AMCC, KCC, SCCC, YKCC), should offerors calculate the hourly rate using the same 2,080-hour annual assumption applied to the ten primary facilities, or is a different basis expected given their as-needed utilization?

Answer: *Yes, (AMCC, KCC, SCCC, YKCC) offerors should calculate the hourly rate using the same 2,080-hour annual assumption applied to the ten primary facilities.*

Question 6: Security Clearance Attachment: The prior solicitation for this scope of work (RFP 2027-2000-0004) included a standalone DPS Personnel Security Clearance Form and User Agreement as a required attachment. That form does not appear among the RFP's attachments. Can you confirm this omission is intentional and that the requirement is being administered outside the proposal process, rather than omitted in error?

Answer: *Yes, the form has been intentionally removed from the solicitation. However, it will still be required after the contract is awarded, during the onboarding and clearance process for the personnel assigned to the project.*

Question 7: Sec. 5.09, Alaska Offeror Preference, Staffed Place of Business: To qualify for the Alaska Offeror Preference, an offeror must have maintained a staffed place of business in Alaska for the six consecutive months preceding the proposal deadline. Does an offeror's personnel actively working in-state under an existing Alaska state contract satisfy this requirement, or does it require a distinct leased office or business location separate from client work sites?

Answer: *See Attachment 4 for the Alaska Bidder Preference Certification qualification.*

Question 8: Sec. 3.09, As-Needed Facility Coverage Model: The prior solicitation for this scope of work (RFP 2027-2000-0004) designated a dedicated Traveling MHC position with a defined schedule of 12 trips annually, one per month, to serve Anvil Mountain, Ketchikan, and Yukon-Kuskokwim Correctional Centers. This RFP removes that position and instead lists Anvil Mountain, Ketchikan, Spring Creek, and Yukon-Kuskokwim as served "on an as-needed basis... only when the primary MHC options have been exhausted," without specifying a delivery mechanism or expected contact frequency. Can you clarify whether the department expects coverage at these four facilities to be delivered via telehealth, periodic in-person travel, or another mechanism, and whether there is an expected minimum contact frequency?

Answer: *Yes, AMCC, KCC, SCCC, and YKCC locations will only be on an as-needed basis for this RFP. Please refer to RFP 2027-2000-0099 – Comprehensive Behavioral Health Services. A separate solicitation has been issued specifically for AMCC, KCC, SCCC, and YKCC, which includes the full scope of work and deliverables for these locations.*

Question 9: What is the intended number of awards (approximate number)?

Answer: *It is anticipated that at a minimum, two (2) and up to four (4) separate contracts may be awarded, contingent upon the receipt of a sufficient number of responsive proposals.*

Question 10: What are the estimated funds allocated for this contract?

Answer: *The department is not disclosing the allowed budget for this project. The department has a limited budget project, and negotiations may be necessary.*

Question 11: What is the tentative start date for this engagement?

Answer: *See RFP Sec. 3.02 Contract Term and Work Schedule*

Question 12: What is the work location of the proposed candidates?

Answer: *See RFP Sec. 3.09 Location of Work*

Question 13: Is this a new contract, or are there any incumbents? If there is an incumbent, please provide the incumbent's name and pricing and confirm whether the incumbent is eligible to resubmit the proposal.

Answer: *New contract.*

Question 14: Are there any pain points or issues with the current vendor(s)?

Answer: *New contract.*

Question 15: Could you please share the previous spending on this contract, if any?

Answer: *New contract.*

Question 16: Is there any mandatory subcontracting requirement for this contract?

Answer: *No.*

Question 17: If yes, is there a specific goal for subcontracting?

Answer: *See RFP Sec. 3.11 Subcontractors*

Question 18: Can we submit good faith efforts if we are unable to find a subcontractor?

Answer: *Subcontractors may be used to perform work under this contract. Subcontractors are not required by the contractor during the contract period.*

Question 19: How many positions were used in the previous contract (approximate)?

Answer: *No history.*

Question 20: How many positions will be required per year or throughout the contract term?

Answer: *See RFP Sec. 3.01 Scope of Work.*

Question 21: If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources?

Answer: *Yes, multiple awards can be made, or they can be replaced with the next responsive and responsible proposal based on the evaluation score.*

Question 22: Can we provide hourly rate ranges in the price proposal?

Answer: *See Attachment 2 Cost Proposal Form.*

Question 23: Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions?

Answer: *Firm Fixed-Price contract.*

Question 24: If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?

Answer: *Firm Fixed-Price contract.*

Question 25: Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?

Answer: *Firm Fixed-Price contract.*

Question 26: What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?

Answer: *See RFP Sec. 3.08 Contract Payment.*

Question 27: What are the candidate reporting requirements?

Answer: *See RFP Sec. 3.01 Scope of Work, Sec. 3.02 Contract Term and Work Schedule, Sec. 3.05 Deliverables.*

Question 28: Is the work entirely onsite, or is there a possibility for remote operations and performance?

Answer: *On-site. However, occasional telehealth services may be necessary.*

Question 29: Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?

Answer: *Yes, Section 4.03 requires resumes for the individuals listed in the organizational chart. However, resumes for the individuals who will be working in facilities will also be required after the contract is awarded.*

Question 30: Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

Answer: The *State of Alaska observes 12 holidays. See the SOA website for more information: https://doa.alaska.gov/dof/payroll/resource/calendar2026-holiday.pdf*

Question 31: Are individual independent-contractor clinicians placed by the offeror considered "subcontractors" under Sec. 3.11? If so, must each clinician be named in the proposal, hold a valid Alaska business license by the proposal deadline, and receive prior written approval before substitution?

Answer: *Yes. Individual independent-contractor clinicians placed by the offeror are considered subcontractors under Section 3.11. As such, they must be identified in the proposal and meet all subcontractor requirements outlined in the solicitation. Because the work is in Alaska, each clinician must hold a valid Alaska business license by the proposal deadline. Any substitution of these individuals after award will require prior written approval from the State.*

Question 32: Does an offeror that recruits, credentials, contracts, schedules, and administratively manages independent-contractor clinicians qualify as an offeror under Sec. 6.16 rather than as a "broker or agency"? For this question, assume clinical direction is provided by the Department's Facility Mental Health Clinician Supervisor per Sec. 3.01, and licensure supervision is provided by offeror-supplied licensed supervising clinicians.

Answer: *Yes. Under these conditions, the offeror is functioning as the responsible provider of services rather than as an intermediary and therefore meets the definition of an offeror for purposes of Section 6.16.*

Question 33: Sec. 3.02 describes each MHC as a "full-time contracted employee." Is W-2 employment by the offeror required, or is an independent-contractor relationship acceptable?

Answer: *An independent-contractor relationship is acceptable.*

Question 34: Does the workers' compensation requirement in Sec. 3.19 apply to independent-contractor clinicians, or only to the offeror's W-2 employees?

Answer: *Section 3.19 requires the offeror to provide workers' compensation coverage for its employees. This requirement applies to the offeror's W-2 employees only. Independent-contractor clinicians are not covered under the offeror's workers' compensation policy; however, they must meet all applicable state requirements for independent contractors, including maintaining their own workers' compensation coverage if required by law.*

Question 35: Where an offeror provides licensure supervision for license-eligible MHCs through its own licensed supervising clinicians, may the offeror propose separate hourly rates for licensed and license-eligible MHCs? Or must supervision costs be included in a single rate per location?

Answer: *All direct and indirect costs shall be included in the offeror's hourly rate. Offerors are not permitted to alter the Cost Proposal included with the RFP.*

Question 36: If an assigned MHC has an unplanned absence and we notify the Chief Mental Health Officer immediately, as Sec 3.02 requires, would that absence be treated as unpaid, non-billable time, or would it count as a failure to provide service under Sec 3.20?

Answer: *Unplanned absences, when reported immediately in accordance with Section 3.02, will be treated as unpaid, non-billable time. These absences will not constitute a service contract deficiency under Section 3.20. However, the offeror must describe in the proposal its processes for managing both expected and unexpected leave. If unplanned absences become recurrent or impact service delivery, a Service Contract Deficiency may be issued.*

Question 37: Where Sec 3.20 requires a deficiency to be corrected within 8 working hours, does that mean having a replacement clinician on site within that time, or having corrective action under way? Would remote cover by telehealth within that window be acceptable?

Answer: *To have an approved corrective action plan in place. Telehealth may be approved on a case by case basis but will not be considered a long term solution.*

Question 38: Where the State procures services from another contractor to correct a deficiency, is the contractor's reimbursement limited to the difference between the contracted rate and the replacement cost, or is it the full cost of the replacement?

Answer: *The contractor will be responsible for the reimbursement of the contracted rate.*

Question 39: Agency that employs and manages its clinicians directly rather than acting as a referral agency. Could you confirm that a staffing firm operating on this basis would be accepted as a qualified offeror under Sec. 6.16?

Answer: *Yes.*

Question 40: Sec. 1.04 says experience working in a correctional institution is preferred but not required. Sec. 3.04 says mental health clinicians must have demonstrated experience providing behavioral health services in a correctional setting. Which standard applies to candidate referrals?

Answer: *Sec. 1.04 provides general guidelines for all offerors, indicating that correctional experience is preferred but not required. However, under Sec. 3.04, MHC's providing services at the facilities must be licensed or license-eligible and demonstrate experience providing behavioral health services in a correctional setting.*

Question 41: Will the department accept referrals of license-eligible candidates?

Answer: *Yes. However, license-eligible clinicians are acceptable if they meet all requirements to pursue clinical licensure. The department will not provide clinical supervision toward licensure, so the offeror must ensure appropriate supervision is available. All clinicians must meet background check requirements and maintain ongoing competency required by the State.*

Question 42: Sec. 5.04 asks whether the firm has provided letters of reference from previous clients. Are those letters treated as supporting exhibits outside the five-page limit for Attachment 5? Does the limit include tables and charts within the attachment pages?

Answer: *No. There is no proposal page limit for this RFP.*

Question 43: May a letter of reference come from a current Department of Corrections employee who works with the offeror under an existing contract?

Answer: *Yes.*

Question 44: If an MHC is asked to provide services at AMCC, KCC, SCCC, or YKCC on an as-needed basis (Sec. 3.09), will the department arrange and pay for travel under Sec. 3.05 and 3.10? Or should travel costs be included in the hourly rates on the Cost Proposal Form?

Answer: *The department will pay for all department-approved and arranged travel and lodging (when needed).*

Question 45: Section 3.04 requires licensed clinicians, while Section 3.05 states that licensure is preferred and eligibility to pursue clinical licensure is the minimum. Which requirement controls? Which professional credentials are acceptable, and may clinicians pursuing licensure participate with contractor-provided supervision?

Answer: *Both professional credentials are acceptable. Licensed mental health professionals are preferred. However, license-eligible clinicians are acceptable if they meet all requirements to pursue clinical licensure. The department will not provide clinical supervision toward licensure, so the offeror must*

ensure appropriate supervision is available. All clinicians must meet background check requirements and maintain ongoing competency required by the State.

Question 46: Section 1.04 describes correctional experience as preferred, while Section 3.04 requires demonstrated correctional behavioral health experience. Is correctional experience mandatory for each clinician?

Answer: *See question #40 answer.*

Question 47: Please also confirm whether the two years of correctional psychotherapeutic casework is a preference or a minimum requirement.

Answer: *It is the preference of the department that mental health clinicians must have at least two (2) years of experience performing psychotherapeutic casework in a correctional setting.*

Question 48: Must the initial proposal identify direct-care clinicians and include their resumes, or are clinician resumes required only with candidate referrals after award? Please confirm which personnel must be named and provide resumes with the initial proposal.

Answer: *Yes. The organizational chart, including the contract manager, is required to include the resume and certifications at the time of proposal submission.*

Question 49: Do resumes, reference letters, certificates, and other supporting materials count toward Attachment 5's five-page limit, or may they be included as separate appendices? Do the five-page limits for Attachments 5–8 include the attachment form pages?

Answer: *No. There is no proposal page limit for this RFP.*

Question 50: Should personnel dollar amounts appear only in the separate cost proposal, with estimated hours included in the technical proposal?

Answer: *Yes.*

Question 51: Attachment 2 includes travel expenses in the hourly rate, while Sections 3.05 and 3.10 indicate that the Department arranges or pays for certain required travel. Please clarify which expenses must be included in its rates, particularly initial mobilization, assignment housing, commuting, and Department-directed travel.

Answer: *The Department will pay for all approved and arranged travel and lodging (when needed).*

Question 52: There is a slight inconsistency in the RFP around the licensure requirement:

- Section 3.04 says clinicians "must be licensed in their respective behavioral health fields."
- Section 3.05 says "Licensed mental health professionals are preferred," and that staff must at minimum be eligible to pursue clinical licensure.

Answer: *See question #45 answer.*

Question 53: Could the Department provide a breakdown of the anticipated Mental Health Clinician (MHC) needs by facility location?

Answer: *The number of contracted Mental Health Clinicians (MHCs) required at each correctional center will be determined by facility needs and the number of State of Alaska (SOA) employees assigned to that location.*

Question 54: Does the Department anticipate issuing staffing requests to all awarded vendors simultaneously, or will requests be distributed using another methodology?

Answer: *Staffing requests will be issued to all awarded vendors. Each vendor will have a limited timeframe to submit candidate resumes for consideration. The department will interview the top two (2) candidates submitted. If those candidates are not a suitable match, additional candidates may be interviewed as needed.*

Question 55: Can the Department provide a breakdown of current Mental Health Clinician staffing levels by facility including both State-employed and contracted clinicians.

Answer: *The department's number of state-employed and contracted MHC's is for internal use only and cannot be shared publicly.*

Question 56: Were there any significant lessons learned or changes incorporated into the current solicitation as a result of the previous procurement, and if so, can the Department provide additional context regarding those changes?

Answer: *The Scope of Work and the Cost Proposal were meticulously revised during the preparation of this RFP.*

Question 57: Can the Department provide additional insight into rationale for changing the cost proposal structure from the previous solicitation to the current facility-based pricing model?

Answer: *The department believes that the facility-specific cost proposal structure is the most efficient method of receiving competitive rates from offerors.*

Question 58: Can the Department clarify what documentation, or verification process will be used to ensure offerors meet the requirement of five (5) years of demonstrated experience providing behavioral health staffing services within a correctional setting?

Answer: *The organizational chart, including the contract manager, is required to include the resume and certifications at the time of proposal submission. However, resumes for individuals who will be working in facilities are also required after the contract is awarded.*

Question 59: How does the Department anticipate RFP 2027-2000-0099 interacting with this solicitation? For locations and services that may overlap, would awarded vendors under this contract be eligible to provide staffing support?

Answer: *Yes.*

Question 60: Can the Department provide additional information regarding its strategy and objectives in moving from the previous local/rural pricing structure to the current facility-specific rate structure?

Answer: *The department believes that the facility-specific cost proposal structure is the most efficient method of receiving competitive rates from offerors.*

Question 61: Will rate adjustments be considered at the time of contract renewal or extension, or will awarded rates remain fixed through June 30, 2030?

Answer: *Firm Fixed-Price contract.*

Question 62: Beyond candidate qualifications and experience, are there any other evaluation factors that may influence assignment decisions, such as Alaska licensure status, incumbent experience, proximity to location, cost, or other considerations?

Answer: *Yes. In addition to evaluating candidate qualifications and experience, the Department considers several other factors when making assignment decisions. Brief interviews are conducted with selected candidates prior to formal acceptance. Additional considerations include preferred Alaska licensure status, candidate availability and start date, interest in multiple contracts to support continuity of care, experience in correctional settings, and overall presentation and interview responses. Other factors relevant to ensuring appropriate placement and service continuity may also be taken into account.*

Question 63: What types of revision requests will be deemed to have impacted how a proposal would have been ranked?

Answer: *The Department will rank proposals based on the evaluation and scoring criteria methods under* ***SECTION 5****.*

Question 64: Is the state receptive to the prospect of mutual termination rights?

Answer: *The department will remain firm on the language provided in **SEC. 3.21**.*

Question 65: Is the state receptive to rate/pricing adjustments where unexpected market forces make this a necessary consideration?

Answer: *The department is open to rate/pricing adjustment talks before issuing renewal amendments.*

Question 66: What security measures, and level of security, does the state have in place at the facilities where we would assign staff?

Answer: *Security measures vary by facility. Contracted staff are required to take an initial security training class if providing services within correctional centers.*

Question 67: Is the state receptive to Net 30 payment terms for contracts that exceed $500K?

Answer: *The department will remain firm on the language provided in **SEC. 3.06**.*

Question 68: Please confirm if submission of the technical and cost proposal via email in accordance with Section 1.07 Return Instructions is sufficient to meet the submission requirements, or whether a hard copy is also required.

Answer: *Submission of a hard copy is not required. If submitting a proposal via email, the technical and cost proposal must be saved as separate PDFs and clearly labeled attachments.*

Question 69: Could you please confirm if handwritten signatures or digital signatures are acceptable for the hard copy proposal submission?

Answer: *Both signatures are acceptable.*

Question 70: Is this a new initiative? If not, could you please share the current/incumbent vendor details?

Answer: *New contract.*

Question 71: What was the historical spending under the previous/current contract, if applicable?

Answer: *No history.*

Question 72: If available, could you please provide copies of the previous technical and cost proposals?

Answer: *No history.*

Question 73: What is the current budget or estimated contract value for this RFP?

Answer: *See question #10 answer.*

Question 74: Please clarify if resumes are required for all 21 on-site MHC positions with the initial proposal submission. If required, should we submit sample resumes or actual candidate resumes?

Answer: *MHC resumes are not required in the initial proposal submission. However, resumes for individuals who will be working in facilities are required after the contract is awarded.*

Question 75: Could you please confirm if the hourly rates requested in the cost proposal form should reflect the bill rates charged to the Department or the pay rates paid to the Mental Health Clinicians?

Answer: *The hourly rates in the cost proposal shall include all direct and indirect costs.*

Question 76: Please confirm whether we are required to submit a Certificate of Insurance (COI) meeting the specified requirements with the initial proposal or if a sample COI is sufficient?

Answer: *A Certificate of Insurance (COI) is required with the initial proposal submission.*

Question 77: What is the estimated budget of the contract? If unknown, please provide previous spending.

Answer: *See question #10 answer.*

Question 78: Is this a new requirement? If not, please provide a list of the current vendor(s) providing the service and how the current services are being procured? Apart from the end of tenure, is there any other reason to release this solicitation?

Answer: *Yes.*

Are there any pain points?

Answer: *No.*

Question 79: Provide the total number of temporary staff on current assignment? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.

Answer: *The department's number of state-employed and contracted MHC's is for internal use only and cannot be shared publicly.*

Question 80: Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.

Answer: *No History*

Question 81: What is the average length of the assignment?

Answer: *The department asks for at least 6 months at a time per MHC, with the possibility of extension.*

Question 82: Is it mandatory to have a local office?

Answer: *No.*

Question 83: Could the Department clarify how many MHCs are currently being utilized across the 13 Department of Corrections locations statewide?

Answer: *At this time, there are approximately 36 MHCs assigned across the 13 Department of Corrections facilities statewide. This number is subject to change based on operational needs and staffing adjustments.*

Question 84: With reference to Section 1.04, page 4, which requires resumes for the individual(s) who will manage the contract, please clarify whether the Offeror is required to submit resumes for its proposed account management team.

Answer: *Yes. The organizational chart, including the contract manager, is required to include the resume and certifications at the time of proposal submission.*

Question 85: The RFP indicates an anticipated need for 21 Mental Health Clinicians (MHCs) across 13 Department of Corrections locations statewide. Could the Department clarify whether the 21 MHCs represent the total staffing requirement across all locations or whether each location has a separate staffing requirement?

Answer: *Yes. The total of 21 MHC positions represents the overall staffing requirement across all identified facilities. However, the number of MHCs assigned to each location may vary based on facility needs.*

Question 86: With reference to Section 1.07, Return Instructions, please confirm whether submitting the technical and cost proposals as separate, clearly labeled PDF attachments via email is sufficient, or whether a hard copy of the proposal must also be submitted by mail or courier.

Answer: *Yes. You can submit your proposal via email (preferred).*

Question 87: With reference to the scope of services, please clarify whether occasional telehealth behavioral health services provided by on-site Mental Health Clinicians (MHCs) are included within the anticipated staffing requirements and proposed hourly rates, or whether these services will be compensated separately.

Answer: *Yes, occasional telehealth should be included in the proposed hourly rates.*

Question 88: With reference to the Electronic Health Records (EHR) requirements, please clarify which EHR system is currently used by the Department of Corrections and whether the contractor may use its own EHR system or is required to document all services in the Department's designated system.

Answer: *The department currently uses TechCare by NaphCare as its EHR system.*

Question 89: With reference to the resume requirements on page 13, please clarify how many candidates' resumes Offerors are required to submit with the proposal and whether these resumes must be provided at the proposal stage or only after contract award.

Answer: *Resumes for individuals who will be working in facilities are required after the contract is awarded.*

Question 90: Please clarify how many references Offerors are required to provide and what type of references are acceptable. Additionally, please specify the required information for each reference, such as client name, contact person, telephone number, email address, project description, and contract period.

Answer: *The department prefers offerors to provide letters of reference.*

Question 91: Please clarify the expected frequency of travel for MHCs assigned to provide services at multiple correctional facilities and whether travel time and associated expenses should be included in the proposed hourly rates.

Answer: *The department will pay for all department approved and arrange travel and lodging (when needed).*

Question 92: Please confirm whether the State will provide suitable workspace and the necessary equipment and system access for MHCs when providing on-site services at correctional facilities and in Anchorage.

Answer: *Yes.*

Question 93: Please clarify whether the contractor is required to utilize subcontractors to fulfill the requirements of this contract, or whether subcontracting is optional.

Answer: *Subcontractors may be used to perform work under this contract. For more information, please see* ***Sec. 3.11 Subcontractors****.*

Question 94: If subcontracting is mandatory under this contract, please clarify the types of subcontractors that may be utilized and whether the State has established any subcontracting goals or set-aside requirements for specific categories of businesses, such as small businesses, minority-owned businesses, or veteran-owned businesses.

Answer: *Subcontracting is not mandatory.*

Question 95: With reference to Section 3.16, Contract Changes, Unanticipated Amendments, please clarify whether additional work will be compensated separately from the contract's established pricing and whether the contractor may propose a separate firm price and schedule for such work, subject to the State's approval.

Answer: *The department will pay the proposed scheduled hourly rate.*

Question 96: With reference to the Alaskan bidder qualification requirements, please clarify whether an out-of-state offeror can qualify as an Alaskan bidder by establishing a local business office in Alaska, or whether additional registration, residency, or other eligibility requirements must be met.

Answer: *There is no disqualification for an out-of-state offeror in this RFP. However, if an offeror does not qualify for the Alaska Bidder Preference, they do not need to submit it with their proposal.*

Question 97: Please clarify whether qualifying as an Alaskan bidder is mandatory to submit a proposal under this RFP, or whether out-of-state businesses that do not meet the Alaskan bidder criteria are also eligible to compete.

Answer: *Alaska Bidder Preference is not mandatory.*

Question 98: With reference to Section 4.03, Experience and Qualifications, please clarify whether resumes are required for the proposed Mental Health Clinicians (MHCs), the project management team, or both.

Answer: *The organizational chart, including the contract manager, is required to include the resume and certifications at the time of proposal submission. However, resumes for individuals who will be working in facilities are also required after the contract is awarded.*

Question 99: With reference to Section 4.03, Experience and Qualifications, if resumes of the proposed Mental Health Clinicians (MHCs) are required, please clarify how many MHC candidates must be proposed for each location. Additionally, should the proposal include each candidate's individual bill rate and identify the specific location to which each candidate would be assigned?

Answer: *See **Attachment 2 Cost Proposal Form**.*

Question 100: With reference to Sec 4.03, Experience and Qualifications, please clarify whether the required references should be for similar projects completed by the Offeror's firm (client references) or for the proposed Mental Health Clinicians (MHCs) (candidate references).

Answer: *Only the offeror is required to provide letters of reference, not the MHCs.*

Question 101: With reference to Sections 5.09 and 6.12, please clarify whether an out-of-state offeror that obtains an Alaska business license and establishes a staffed place of business in Alaska can qualify for the Alaska Bidder Preference and the associated Alaska Offeror Preference, or whether the offeror must also meet the six-month business-presence and other eligibility requirements specified in Section 6.12.

Answer: *Yes, an out-of-state offeror that obtains an Alaska business license and establishes a staffed place of business in Alaska can qualify for the Alaska Bidder Preference or requirements specified in Section 6.12*

Question 102: With reference to Section 5.04, Experience and Qualifications (page 33), which evaluates whether the Offeror has provided letters of reference from previous clients, please clarify how many client reference letters must be submitted, as Section 4.03 does not specify a required number or format for these letters.

Answer: *The department prefers offerors to provide 1 – 3 letters of reference with their proposal.*

Question 103: With reference to Section 5.04, Experience and Qualifications, and the requirement to provide letters of reference from previous clients, please clarify whether the reference letters must be submitted on the client's official letterhead or whether references provided on the Offeror's letterhead are acceptable. Additionally, must the reference letters be from clients for projects performed in correctional settings, or will references demonstrating experience providing behavioral health services in other settings also be accepted?

Answer: *Letter of reference should include information about the offeror's ability to successfully staff a DOC with MHCs. This will include many components.*

Question 104: With reference to Section 5.07, Management Plan for the Project, please clarify what specific hardware, software, equipment, and licenses the contractor is required to provide to perform the contracted behavioral health services, and which, if any, will be provided by the Department.

Answer: *The department will provide workspace to the contractor for Anchorage and on-site services.*

Question 105: As per Section 6.12(3) page 40, please clarify whether the requirement to maintain a staffed place of business in Alaska for six months immediately preceding the proposal date applies solely to eligibility for the Alaska Bidder Preference, or whether the contractor is also required to maintain an Alaska office before the contract start date or throughout the contract term.

Answer: *Yes, 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.*

Question 106: As per Sections 6.11 and 6.12, please clarify whether an out-of-state offeror can qualify for any of the applicable Alaska procurement preferences by establishing a business presence in Alaska, or whether each preference has separate eligibility requirements that must be met. Please also identify which preferences may be applicable to this behavioral health staffing solicitation and the requirements for claiming them.

Answer: *See **SEC. 6.12, 6.13, & 6.14** regarding qualifications.*

Question 107: With reference to the Standard Agreement Form for Professional Services Contracts (Form SAF.DOC/Appendix A), please clarify whether the form must be completed, signed, and submitted with the proposal, or whether it will be executed by the selected contractor after award.

Answer: *The contract form will be generated after Notice of Intent to Award is issued to the selected contractors.*

Question 108: With reference to Attachment 4, Alaska Bidder Preference Certification, please clarify whether the Offeror is required to complete only the Alaska Bidder Preference section if claiming that preference, and whether the sections related to other preferences may be marked "N/A" if the Offeror is not claiming them.

Answer: *If an offeror does not qualify for the Alaska Bidder Preference, they do not need to submit it with their proposal.*

Question 109: With reference to Attachments 5, 6, 7, and 8, please clarify whether responses must be completed directly within the provided PDF forms, or whether Offerors may submit their responses in a separate Word document, provided all required information is included and the applicable page limits are followed. If a separate Word document is permitted, may it be included as part of the Technical Proposal PDF?

Answer: *The page limit can be disregarded. Yes, it can be submitted in separate documents as long as the sections are clearly labeled and legible.*

Question 110: With reference to Section 4.03 and Attachment 5, please clarify whether Offerors may provide resumes as a separate exhibit to the Technical Proposal if the prescribed page limit does not allow sufficient space to include all required information.

Answer: *The page limit can be disregarded.*

Question 111: With reference to Attachment 9, Subcontractors, please confirm whether Offerors that do not intend to use subcontractors may mark the attachment "N/A" and include it in the Technical Proposal.

Answer: *Yes.*

Question 112: With reference to the Proposal Checklist and the statement that certain forms may be required only if a contract is awarded and are not required at the proposal stage, please confirm whether Attachments 10 (Request for Clearance), 11 (PREA Employment Disclosure Forms), 12 (Department Policies and Procedures 202.01 and 202.15), 13 (Standard Agreement Form), and 14 (FBI Criminal Justice Information Services Security Addendum) may all be omitted from the initial proposal submission and provided or completed after contract award, as applicable.

Answer: *Yes.*

Question 113: Is this a new contract or renewal of an existing contract?

Answer: *New contract.*

Question 114: If there is an existing contract, could you please share the names of the current vendors and their pricing?

Answer: *New contract.*

Question 115: To be considered responsive to this solicitation, is it mandatory to bid on all positions?

Answer: *Yes.*

Question 116: What is the estimated budget for this contract?

Answer: *The department is not disclosing the allowed budget for this project. The department has a limited budget project, and negotiations may be necessary.*

Question 117: Is it mandatory to subcontract?

Answer: *No.*

Question 118: Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?

Answer: *MHC positions are considered full-time positions and will be scheduled to work between 7.5 and 8 hours daily. For more information, please see* ***Sec. 3.02 Contract Term and Work Schedule****.*
