



Department of Health and Social Services
Finance and Management Services
Grants and Contracts Support Team
350 Main Street, Room 6
Juneau, Alaska 99801

RFIP 0613-156

Amendment # One

Amendment Issue Date: June 13, 2013

IMPORTANT NOTE TO OFFERORS: Only the following items referenced in this amendment are to be changed. All other sections of the RFIP remain the same. This amendment serves to answer questions submitted by interested parties. A copy of the amendment is available on the State's Online Public Notice website.

- **Vendor Questions have been answered as follows:**

1. The RFIP refers to Commission meeting recordings that will be used to compile meeting summaries. Will the meetings also be transcribed and will the transcriptions be available for the contractor's use in compiling the meeting summaries?

ANSWER: Yes, Commission meetings are also transcribed and transcripts will be made available in PDF form for the contractor's use as soon as the Commission receives them; however, audio recordings are typically available immediately following adjournment of a meeting, and written transcripts typically take 4-6 weeks for delivery from the court reporting service.

2. Are there examples of meeting summaries and/or technical reports available for public review?

ANSWER: Meeting summaries have not been prepared in the past and so no examples are available. Following is a link to an example of a policy briefing paper similar in nature to the work product expected under this RFIP:

<http://dhss.alaska.gov/ahcc/Documents/meetings/201303/HospitalDischargeDatabasePolicyBrief.pdf>

3. At what point(s) in the contract time frame will the technical report topics be identified? Is there anticipated turnaround time between topic identification and the completion of the reports?

ANSWER: The contractor and Commission Director will meet within three to five days of award of the contract, and will identify during that meeting at least two (if not all five) of the technical report topics. Turnaround time between topic identification and report completion will be a minimum of one month.

4. Does the expected 5 - 10 page technical report length include a cover or title page and the references? Is a particular citation style desired? Are documents to be single- or double-spaced?

ANSWER: The technical report length does not include a cover, and is based on a single-spaced document. The length could include references, and the citation style could be either APA or MLA but it doesn't really matter as long as the style used is consistent.

5. What date do you expect the contract to be awarded?

ANSWER: Approximately July 1, 2013.

6. Is there any additional information that can be provided regarding the technical reports? Is the writer expected to research the topics and write about them, or is much of the research readily available by the Commission and the writer will simply use the existing information? Is there any way to estimate the amount of research that would be required to meet the deliverables?

ANSWER: Most if not all of the writing will be based on journal articles and published reports previously provided to Commission members as background/reference documents pertinent to the topic, as well as recorded/transcribed presentations to and discussions by the Commission. The writer will work with the Commission director at the start of each project to discuss the outline for the paper, the information to be included, and to receive the background material. At most, the writer may be asked to conduct a brief search for updates on reports or articles referenced or for certain secondary references cited in the reports, articles and/or presentations.

7. If the writer is expected to provide the research for the topics, is there a way to estimate how much of the research would be primary research, web-based data gathering, academic journal research, or other methods?

ANSWER: The writer will not be expected to conduct any primary research. At the most the writer may conduct a short search for published reports or journal articles as noted in the answer above.

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