



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

**RFP #2013-0600-1925**

**Mission 100: Tobacco Prevention and Control Outreach and Technical Assistance**

**Amendment # One**

**Amendment Issue Date: June 21, 2013**

**Please alter the following language to match the amendment.**

IMPORTANT NOTE TO OFFERORS: Only the following items referenced in this amendment are to be changed. All other sections of the RFP 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. In Deliverable A, the RFP states that the regional coordinator role will require an estimated 3 FTE to fulfill the needs of the RFP. This deliverable would then require ~65% of the total contract budget for the project. Is this the intent of TPC or can the contractor propose an alternative, lower cost model for regional coordination?  
**ANSWER: It is the program's intent to provide ongoing, adequate support for every region, through an estimated 3 FTE. Proposers may research and propose alternative models that have proven to be effective, as long as they meet the program's intent.**
2. The RFP requires the contractor to provide quarterly site visits to each region for a total of 24 visits at 2 days each, or a total of 48 days (approximately \$40,000). We estimate that that the travel budget to meet this deliverable would require up to an additional \$36,000 (\$1500/visit). Please confirm that TPC intends the contractor to allocate ~20% of the total contract budget to site visits.  
**ANSWER: The program requires quarterly site visits to each region. Proposed travel budgets will be dependent on contractor location and costs. There is the expectation that the contractor will leverage site visiting opportunities and to remember that state wide grantees, for the most part, will be centrally located and thus NOT require a considerable amount of resources for the contractor to visit.**

3. Deliverable B.4. requires the contractor to “develop and maintain” a policy database and to “research and secure” a technology solution to facilitate collaboration amongst grantees. It is our understanding that together these technology solutions have been estimated to cost \$300,000 to develop and/or procure. Please clarify the level and type of support required under this contract. Does the contractor need to budget for the development and/or purchase of these items? Or is TPC seeking support in identifying and implementing the right solutions (i.e. can the contractor assume that TPC will pay for any software expenses?).

**ANSWER: The contractor must research effective technology solutions to develop and maintain a policy database. The contractor is expected to share the research and findings with the Program. Together, the Program and the contractor will determine most cost effective and appropriate next steps. The Program has no knowledge of an estimated \$300,000 cost, and from where the proposer received this dollar figure. In their proposal, it is expected the contractor will seek solutions predicated on overall budget and present a policy data budget for the first year of that contract that is commiserate and balanced.**

4. Deliverable .D4.b requires the contractor to review the technical assistance model described in Deliverables B and C under this contract. Should the response propose a revised model for technical assistance as part of the proposal, or will this occur as a contract activity? If the latter, should the contractor incorporate proposed changes in approach for the requirements included in Deliverables B and C?

**ANSWER: The proposal should include a potential technical assistance model to be used during the course of the contract. This could include a model listed in the RFP or alternative model. During the start-up phase of the contract period, the contractor will work with TPC to determine the best approach for providing technical assistance.**

5. We assume given the breadth of scope that it is the intent of TPC for contract activities to be staggered over the life of four year contract. Please advise on how to develop the cost estimate by deliverable as it only allows space for year one costs per deliverable.

**ANSWER: Cost proposals should include costs for year 1 of the contract, per deliverable as laid out in the RFP. Deliverables will be maintained over the course of the contract, with specific activities changing and/or cycling off the work plan once complete and others possibly added as the contract and program evolve. Budgets are contingent upon program funding each fiscal year. Contracts will be amended each fiscal year to reflect budget allocations and contract scope as agreed upon by all parties.**

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