



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

RFP #2015-0600-2869**Development of Alaska State Plan for Supplemental Nutrition Assistance Program
Employment and Training Program (SNAP E&T) and Temporary Assistance for Needy
Families Maintenance Effort (TANF MOE)****Amendment # ONE**

Amendment Issue Date: May 18, 2015

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 and to revise Section 1.01 – paragraph one (1). A copy of the amendment is available on the State's Online Public Notice website.

- **The following revision has been made to RFP Section 1.01.**

**1.01 Return Mailing Address, Contact Person, Telephone Number,
and Deadline for Receipt of Proposals**

Offerors must submit an original and two (2) unbound copies of their proposal, in writing, in a sealed envelope to the procurement officer. ~~Each copy of the proposal must come with its own DVD of creative materials for review.~~ **Submit only one Cost Proposal in a separate, sealed envelope. No portion of the cost proposal shall be included within the body of the proposal.**

- **This amendment serves to extend the RFP. The new closing date is May 29, 2015.**

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

- 1) **RE: 1.05 Location of Work.** The RFP states that the contractor should include the cost of transportation, lodging, and per diem for one person to make two trips to Juneau. Is the bidder allowed to incur additional travel costs necessary to support effective execution of the project, as long as the maximum budget is not exceeded?

ANSWER: Yes.

- 2) **RE: Cost Proposal Form.** If a vendor intends to utilize multiple staff members in the engagement, each with different hourly consulting rates, is it permissible to list multiple rates on the cost proposal form, assuming that the actual proposed cost reflects the sum of each staff's hours multiplied by their rate, plus travel?

ANSWER: Yes.

- 3) **RE: 5.02 Deliverables.** Deliverable (b) under TANF MOE services requires the vendor to "meet with DHSS staff to prepare ACF TANF financial reports..." Is the reference here specific to TANF-MOE related components of those reports, or does this constitute a broader scope involving preparation of a larger portion (or the entirety) of those reports?

ANSWER: Entirety of the report.

- 4) **RE: 1.01 Deadline for Receipt of Proposals.** Would the state consider an extension of the due date to Friday, May 29th at 4:00 P.M. Alaska Time? With the suspension of mail service on Memorial Day (May 25th) and the absence of overnight express mail delivery, we estimate a mail date of May 21st would be necessary to ensure timely delivery.

ANSWER: Yes.

- 5) **RE: 1.01.** The section includes the statement "each copy of the proposal must come with its own DVD of creative materials for review." Seeing no creative materials requested as part of the proposal requirements, please confirm that for this proposal, the two unbound paper copies and the CD containing electronic copies of the proposal and cost proposal are the only required components of the submission.

ANSWER: Yes.

Janice Neal
Procurement Officer
(907)465-5842
(907)463-6421 Fax
E-mail: janice.neal@alaska.gov