

# Alaska's Request for Proposals (RFP) Process



# Why RFP the Program?

- No Area Agencies on Aging in Alaska.
- Helps to “regionalize” the program.
- Better control/better management of expenditures.
- Program was administered by one person overseeing all host agencies.
- Competition.

**5  
Distinct  
Regions!**





# Process of RFP'ing

- Formulate RFP within state and federal regulations and/or requirements.
- Public notice the RFP.
- Provide suitable amount of time for activities: questions, submission, etc.
- Performance Evaluation Committee (PEC) chooses successful bidders.

# What is in the RFP?

- Basic information
  - Schedule of events, due date, submission instructions, etc.
- Scope of Services
  - What are we wanting to procure?
- Content
  - Includes Management, Technical and Budget
- Other Information
  - Scoring criteria, basic stipulations, etc.

# After Subgrantee Selection

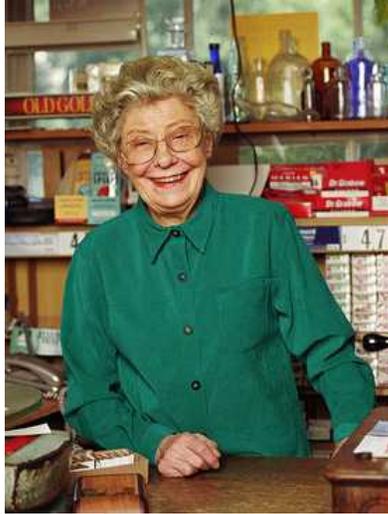
- Grant Agreement
  - Indicate funding amount
  - Compliance with federal, state laws, regulations
- Certifications and Assurances
  - Drug Free Workplace
  - How changes to grant are handled
  - How, when, payments are made
  - Any other considerations you want spelled out

# After Subgrantee Selection

- Budget
  - May need to negotiate before signing agreement
  - Adjustable throughout the year
  - Compliance with federal regulations
- Site Reviews
  - Conducted each year to confirm programmatic and administrative compliance
  - Helps develop positive relationship, enthusiasm and motivation for program

# Positions or Funding?

- If RFP requests certain number of **positions**, then proposal could be over budget.
- If RFP sets **funding** limit, then proposal might not meet required number of positions.
- If **both**, prospective bidders might not think it is worthwhile.



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