State of Alaska
Department of Health and Social Services
Division of Public Assistance

Request for Proposals
Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
For FY2026 Through FY2027

Grants and Contracts

NOTICE: Proposals will ONLY be accepted through GEMS. Applicants are responsible for reviewing the GEMS homepage at https://gems.dhss.alaska.gov/ for details regarding agency registration and availability of technical assistance. Log into GEMS through myAlaska, https://my.alaska.gov/Welcome.aspx, to begin the application process. Once you are logged into GEMS, guidance and instruction are available in the Documents tab and from the film strip icon. Applicants are responsible for monitoring GEMS or the State Online Public Notices site for any changes or amendments that may be issued regarding this solicitation.

Relay Alaska provides assisted communication services at 711 or 1-800-770-8973 from a TTY phone, and at 1-800-770-8255 from a voice phone.

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PROPOSAL DUE DATE: April 17, 2025, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: April 7, 2025, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2025

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Application Groups

Application Group Name	Description
Group B	For applicants that are proposing to serve the Municipality of Anchorage, including all military installations within the municipality. The estimated caseload is 4,244.
Group C	For applicants that are proposing to serve the Bethel Census Area (excluding Goodnews Bay and Platinum), Kusilvak Census Area, Anvik, Grayling, Holy Cross, and Shageluk. The estimated caseload is 2,405.
Group D	For applicants that are proposing to serve the Bristol Bay Borough, Dillingham Census Area, Lake and Peninsula Borough (excluding Igiugig, Iliamna, Kokhanok, Newhalen, Nondalton, Pedro Bay, Port Alsworth, Pile Bay, Pope-Vannoy Landing and Williamsport), Goodnews Bay and Platinum. The estimated caseload is 454.
Group E	For applicants that are proposing to serve the Denali Borough, Southeast Fairbanks Census Area, Yukon-Koyukuk Census Areas (excluding Anvik, Grayling, Holy Cross, Shageluk and McGrath), Anaktuvuk Pass, and 400 WIC participants within Fairbanks (excluding all military installations within the borough). The estimated caseload is 728.
Group F	For applicants that are proposing to serve the Northwest Arctic Borough, to include Point Hope. The estimated caseload is 481.
Group G	For applicants that are proposing to serve the Kodiak Island Borough. The estimated caseload is 326.
Group H	For applicants that are proposing to serve the Matanuska-Susitna Borough, Kenai Peninsula Borough, Chugach Census Area, and Copper River Census Area. The estimated caseload is 3,323.
Group I	For applicants that are proposing to serve the Nome Census Area. The estimated caseload is 686.
Group J	For applicants that are proposing to serve the North Slope Borough (excluding Point Hope and Anaktuvuk Pass). The estimated caseload is 226.
Group K	For applicants that are proposing to serve Southeast Alaska which includes Juneau City and Borough, Haines Borough, Hoonah-Angoon Census Area, Ketchikan Gateway Borough, Petersburg Borough, Prince of Wales-Hyder Census Area including Metlakatla, Sitka City and Borough, Municipality of Skagway, Wrangell City and Borough, and Yakutat City and Borough. The estimated caseload is 1,184.

Group L	For applicants that are proposing to serve the Fairbanks Northstar Borough, including all military installations within the borough. The estimated caseload is 2,031.
Group A	For applicants that are proposing to serve the Aleutians East Borough, Aleutians West Census Area, Igiugig, Iliamna, Kokhanok, Newhalen, Nondalton, Pedro Bay, Port Alsworth, Pile Bay, Pope-Vannoy Landing, Williamsport, McGrath, and 1,200 WIC participants within the Municipality of Anchorage (excluding all military installations within the municipality). The estimated caseload is 1,315.

Amendments

Amendment 1 WIC Amendment 1 Written Responses to Inquiries **Posted: 4/2/2025**

Explanation

This amendment serves to provide answers to written inquiries. Please see the attachment titled, "WIC Amendment 1 Written Responses to Inquiries."

Additional Information

WIC Amendment #1 issued 4/2/25 serves to provide answers to written inquiries.

Amendment 2 WIC Amendment 2 Written Responses to Inquiries **Posted: 4/9/2025**

Explanation

This amendment serves to provide answers to written inquiries. Please see the attachment titled, "WIC Amendment 2 Written Responses to Inquiries."

Additional Information

WIC Amendment #2 issued 4/9/25 serves to provide answers to written inquiries.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health (DOH), Division of Public Assistance (DPA), is requesting proposals from eligible applicants to provide Special Supplemental Nutrition Program for Women, Infants and Children (WIC) services for the State of Alaska in FY2026 through FY2027. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are USDA Regulations 7 CFR Part 246. State of Alaska statutes and regulations are accessible at the Department of Law Document Library or through the contact person identified on the cover page of this Request for Proposals (RFP).

WIC is a federal nutrition program of the Food and Nutrition Services (FNS) under the United States Department of Agriculture (USDA), serving low-income pregnant women, infants and their mothers, and children up to their fifth (5th) birthday who are found to be at nutritional risk. WIC participants' household incomes are below 185% of the federal poverty guidelines for Alaska or are enrolled in Medicaid/Denali KidCare, Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Families (TANF).

WIC is our nation's premier public health nutrition program designed to improve the health of pregnant, breastfeeding and postpartum women, infants and children through nutrition counseling, breastfeeding education and nutritious foods. The combination of nutrient-dense food provided through the WIC food benefit along with targeted nutrition interventions provided by trained nutrition professionals are the hallmark of WIC's success. Research has shown that participation in the WIC program results in longer pregnancies, fewer premature births, fewer infant deaths, and savings in health care costs. For every dollar spent on WIC, another $2.48 is saved in medical, education and productivity costs.

COMPONENT ONE: WIC SERVICE DELIVERY

The twelve (12) WIC Service Areas or Application Groups are primarily delineated by borough and census area boundaries. However, some smaller communities and portions of larger communities are better served by an application group outside of the geographic boundaries (as defined in the bottom of this section). One grantee will be awarded for each application group. Grantees are referred to as WIC Local Agencies (LA).

Each application group must have at least one WIC Clinic, which is the primary physical location where WIC participants may appear in person during proposed clinic hours. Participants must be able to show required documentation, obtain anthropometric measurements, be issued a WIC electronic benefits card, and obtain nutrition and breastfeeding supplies at this location. WIC program materials and supplies (including electronic benefits transactions cards and breast pumps) must be securely stored at this location.

The primary physical location for each application group must be in the city listed below:

Group A: Anchorage, Alaska

Group B: Anchorage, Alaska

Group C: Bethel, Alaska

Group D: Dillingham, Alaska

Group E: Fairbanks, Alaska

Group F: Kotzebue, Alaska

Group G: Kodiak, Alaska

Group H: Wasilla, Alaska

Group I: Nome, Alaska

Group J: Utqiagvik, Alaska

Group K: Juneau, Alaska

Group L: Fairbanks, Alaska

WIC services must be delivered in a manner consistent with State of Alaska WIC policies and procedures, and Federal nutrition service standards. State program requirements are available on the State of Alaska's Division of Public Assistance website and federal WIC program requirements are available on the Code of Federal Regulations website.

Local agencies conduct outreach activities that promote the WIC program and familiarize the community and other service providers with WIC services to increase referrals. Equally important are efforts to retain participants after their first (1st) birthday and encourage recertification with WIC if participation lapses. An active and engaged social media presence is highly desired. Equal access to services in accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies is required. Outreach activities should focus on populations that may face barriers to service and experience health disparities. Target audiences for outreach purposes include:

- High Risk Women, Infants and Children
- Working and military families
- Racial and ethnic minorities
- Individuals with limited English proficiency
- Students
- Homeless individuals
- Pregnant and parenting teens

WIC local agencies' staff are expected to travel to provide direct services to WIC participants, connect with the community, and monitor any WIC-approved vendors and farmers in the community. Travel should be prioritized to areas having a high proportion of potentially eligible participants.

At least one local agency staff is expected to attend and participate in required trainings throughout the year. Trainings will typically be conducted by State of Alaska WIC on Thursday mornings at 9:30am via webinar. While exceptions can be made from time to time, WIC staff or their designee are expected to be available.

The State of Alaska WIC program uses a web-enabled Management Information System (MIS) application to determine eligibility; document nutrition and breastfeeding services and referrals; and issue electronic food benefits to WIC participants. This MIS is called SPIRIT (Successful Partners in Reaching Innovative Technology) Legacy. During SFY2026, the State of Alaska will implement a new web-based WIC MIS application called SWAN (SPIRIT Web for Alaska Nutrition). Prior to gaining access to SPIRIT Legacy or SWAN local agency staff and contractors are required to participate in state provided training. Refer to **Attachment 3 - Technical Information for WIC MIS** and **Attachment 4 - WIC SPIRIT Peripheral List** for guidance on hardware and software configurations, as well as compatible peripheral devices (including printers, scanners, and signature pads) for both SPIRIT Legacy and

SWAN.

HARDWARE & IT SUPPORT: WIC local agencies are responsible for providing and maintaining any hardware and related necessary software or devices. This includes, but is not limited to, initial hardware costs and IT support staff. WIC funds may be used for purchase of hardware, necessary software or peripheral devices. If a WIC local agency has purchased needed hardware and software with WIC funding during SFY2025 then do not propose to duplicate the purchase. All hardware, software, and peripherals must meet the specifications outlined in **Attachment 3 - Technical Information for WIC MIS** and **Attachment 4 - WIC SPIRIT Peripheral List**. The State of Alaska provides Help Desk support (Monday – Friday, 8 am to 3 pm, excluding state holidays) for functional issues regarding the WIC MIS.

SECURITY: The State of Alaska takes IT security seriously. Access to WIC applications and technology is only granted using the principle of least privilege. All passwords and data associated with WIC applications or technology must be kept completely confidential. Encryption is required for all hardware and devices including desktops, laptops, and USB drives.

Increasingly, technology is used throughout operations to meet the needs of participants. Historically, the State of Alaska has provided an automated appointment reminder service and an on-line webservice to local agencies to facilitate communication with participants. Additionally, the State offers a smart device application to provide some food benefit information to participants, as well as an online interactive nutrition educations platform. Local agencies are encouraged to incorporate the use of other technologies into their operations with prior approval from the State WIC office.

Please note the USDA continues to evaluate and describe how technologies can be used to meet the physical presence and interactive nutrition education requirements of the WIC program as well as initiatives to streamline service delivery. During the grant period we expect these requirements will be redefined.

COMPONENT TWO: FOOD BENEFITS

WIC participants are prescribed food benefits that are tailored to meet their unique nutritional needs. WIC foods prescribed in these food packages include select infant cereal, iron-fortified adult cereal, vitamin C-rich fruit or vegetable juice, eggs, milk, cheese, yogurt, tofu, whole grains, peanut butter, dried and canned beans/peas, canned fish, and fruits and vegetables. For infants who do not fully breastfeed, WIC provides iron-fortified infant formula. Special infant formulas and medical foods may be provided when prescribed by a licensed healthcare provider for a specified medical condition.

The Alaska WIC Program issues electronic food benefits on an WIC EBT card that can be used to redeem WIC-authorized items at WIC-authorized retail vendors throughout the state. Alaska has 149 authorized retail vendors, including 98 vendors in rural communities, 44 in urban or suburban areas of the state, as well as seven military commissaries. Most rural vendors are in villages that are not connected by road system to other areas in the state, and they operate as chain or independently owned stores or cooperatives. Urban and suburban vendors include supercenters, and chain or franchise supermarkets. WIC also operates the Balto Box program that currently serves approximately 800 rural households which lack access to an authorized WIC vendor. These participants may order their WIC foods online or by telephone.

In some areas of the state that have farmers' markets, WIC provides Farmers' Market Nutrition Program (FMNP) food benefits to participants during the months of June-September. FMNP food benefits may be used to purchase fresh produce from authorized farmers; they cannot be used in grocery stores. FMNP currently serves: Anchorage, Eagle River, Fairbanks, Delta Junction, Homer, Kenai, Palmer, Wasilla, Willow, Soldotna, and Sitka.

The State of Alaska WIC Office incudes the WIC Vendor Management Unit (VMU). The VMU authorizes vendors and conducts training, monitoring and audits of stores for compliance with program regulations and policies and provides training to WIC local agencies. The VMU conducts some monitoring. However, most WIC vendors are monitored by the WIC local agency serving the Application Group where the store is located. On-site monitoring typically includes:

- Providing interactive training on program policies and procedures
- Conducting inventories of WIC foods
- Conducting test eWIC transactions
- Donating and documenting any food procured during monitoring

Funding for vendor monitoring is included in the grant funds for each WIC local agency.

COMPONENT THREE: WIC NUTRITION AND BREASTFEEDING SERVICES

WIC participants are offered nutrition assessments and nutrition counseling quarterly. At a minimum, each WIC participant is required to be offered a thorough nutrition assessment every six months, which includes WIC staff's effort to obtain recent height, weight and hemoglobin results. This assessment includes nutrition education. In addition to the thorough nutrition assessment contacts, there should be two contacts focused on nutrition education counseling that assist participants to meet their personal nutrition goals. At least once annually - typically at recertification - WIC participants are also provided with referral, immunization, and voter registration information, as well as education on purchasing WIC food benefits.

WIC services are provided to participants by trained and dedicated staff. WIC is a nutrition program and as such Registered Dietitians (RDs), along with paraprofessional nutrition educators who complete the state provided Competent Professional Authorities (CPA) training, are required to deliver most direct services. Assessment of nutritional status, assignment of nutritional risk factors, and food package selection must be performed by an RD or CPA.

Breastfeeding is universally recognized as the gold-standard of infant feeding. As such, WIC local agencies provide a breastfeeding friendly environment for both WIC staff and participants. WIC staff complete breastfeeding training and maintain competency to provide breastfeeding education and support to WIC participants. WIC local agencies are trained by the State WIC staff on the use of the USDA WIC Breastfeeding Curriculum to promote breastfeeding and provide the necessary support that new breastfeeding mothers and infants need for success.

WIC local agencies maintain an adequate stock of breastfeeding supplies (including electric breast pumps), which are provided free-of-charge from the State of Alaska WIC Office. Breastfeeding supplies (including breast pumps) are distributed in accordance with State of Alaska WIC Policy #326: Breastfeeding: Breast Pump Ordering, Distribution and Tracking Guidelines (refer to **Attachment 1 - Alaska WIC Policies and Procedures-combined**).

WIC local agencies refer WIC participants to lactation support if/when breastfeeding complications arise. Each local agency must have a qualified and trained WIC Designated Breastfeeding Expert (DBE) on staff. Lactation referrals may be made to the DBE or to local resources in the community, such as an Internationally Board-Certified Lactation Consultant (IBCLC) or licensed health care provider.

COMPONENT FOUR: THE BREASTFEEDING PEER COUNSELING PROGRAM (BFPC)

Mother-to-mother support has been shown to be one of the most successful approaches to promoting breastfeeding. The WIC Breastfeeding Peer Counseling Program (BFPC) is a targeted approach to provide mentorship on breastfeeding and encourage WIC participants to breastfeed. Peer counselors' unique combination

of successful breastfeeding experience, formal training, and understanding of the factors impacting breastfeeding in their communities allows them to enhance the capacity of WIC local agencies to support breastfeeding. With rates of breastfeeding consistently lower among low-income women, the use of breastfeeding peer counselors adds a critical dimension to WIC's efforts to help women initiate and continue breastfeeding. The BFPC program supplements, but does not replace, the work of CPAs, dietitians, and lactation professionals.

All Application Groups may apply for BFPC funds in addition to WIC funds through this competitive Request for Proposals (RFP), however BFPC grant funds are only available to WIC grantees. Therefore, in order to receive BFPC funds, the applicant must receive a WIC grant award and meet the federal BFPC program requirements. Refer to **Attachment 5 - Allowable Costs for Breastfeeding Peer Counseling Funds Chart**.

Please review the twelve (12) application groups listed below carefully. Responding to the incorrect group may result in not being funded. It is the applicant's responsibility to submit a proposal to the correct Application Group as described below.

Group A - For applicants that are proposing to serve the Aleutians East Borough, Aleutians West Census Area, Igiugig, Iliamna, Kokhanok, Newhalen, Nondalton, Pedro Bay, Port Alsworth, Pile Bay, Pope-Vannoy Landing, Williamsport, McGrath, and 1,200 WIC participants within the Municipality of Anchorage (excluding all military installations within the municipality).

The estimated caseload is 1,315.

Group B - For applicants that are proposing to serve the Municipality of Anchorage, including all military installations within the municipality.

The estimated caseload is 4,244.

Group C - For applicants that are proposing to serve the Bethel Census Area (excluding Goodnews Bay and Platinum), Kusilvak Census Area, Anvik, Grayling, Holy Cross, and Shageluk.

The estimated caseload is 2,405.

Group D - For applicants that are proposing to serve the Bristol Bay Borough, Dillingham Census Area, Lake and Peninsula Borough (excluding Igiugig, Iliamna, Kokhanok, Newhalen, Nondalton, Pedro Bay, Port Alsworth, Pile Bay, Pope-Vannoy Landing and Williamsport), Goodnews Bay and Platinum.

The estimated caseload is 454.

Group E - For applicants that are proposing to serve the Denali Borough, Southeast Fairbanks Census Area, Yukon-Koyukuk Census Areas (excluding Anvik, Grayling, Holy Cross, Shageluk and McGrath), Anaktuvuk Pass, and 400 WIC participants within Fairbanks (excluding all military installations within the borough).

The estimated caseload is 728.

Group F - For applicants that are proposing to serve the Northwest Arctic Borough, to include Point Hope.

The estimated caseload is 481.

Group G - For applicants that are proposing to serve the Kodiak Island Borough.

The estimated caseload is 326.

Group H - For applicants that are proposing to serve the Matanuska-Susitna Borough, Kenai Peninsula Borough, Chugach Census Area, and Copper River Census Area.

The estimated caseload is 3,323.

Group I - For applicants that are proposing to serve the Nome Census Area.

The estimated caseload is 686.

Group J - For applicants that are proposing to serve the North Slope Borough (excluding Point Hope and Anaktuvuk Pass).

The estimated caseload is 226.

Group K - For applicants that are proposing to serve Southeast Alaska which includes Juneau City and Borough, Haines Borough, Hoonah-Angoon Census Area, Ketchikan Gateway Borough, Petersburg Borough, Prince of Wales-Hyder Census Area including Metlakatla, Sitka City and Borough, Municipality of Skagway, Wrangell City and Borough, and Yakutat City and Borough. The longstanding WIC grantee for Southeast Alaska has withdrawn their participation. Therefore, Application Group K has available an additional $100,000 to increase capacity in SFY2026 to service the estimated caseload. Application Group K must start servicing the estimated caseload by January 1, 2026, and have a physical clinic operating by April 1, 2026.

The estimated caseload is 1,184.

Group L - For applicants that are proposing to serve the Fairbanks Northstar Borough, including all military installations within the borough. Fairbanks Northstar Borough has not had a community-based WIC local agency since June 2022. Since that time, the State has provided WIC services to Fairbanks primarily remotely, from Juneau and Anchorage. Therefore, Application Group L has available an additional $100,000 to increase capacity in SFY2026 to service the estimated caseload. Application Group L must start servicing the estimated caseload by January 1, 2026, and have a physical clinic operating by April 1, 2026.

The estimated caseload is 2,031.

Refer to the State of Alaska, Department of Labor and Workforce Development, Research and Analysis for borough and census area maps for more information.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding and support of the grant program goals and outcomes anticipated by the Department. Projects must meet or exceed anticipated minimum outcomes described in this RFP.

Application Group A-J (Q1-Q4) & K-L (Q3-Q4)

Goal 1: WIC services are available and utilized by eligible participants throughout the state.

Anticipated outcome: WIC services will aim to achieve a quarterly average of 90% of the estimated caseload by the end of Q2 for application groups A-J and by the end of Q3 for application group K-L; if goal is not achieved then a plan to meet this goal must be provided quarterly until the caseload target is achieved.

Goal 2: Deliver quality nutrition services in compliance with state and federal requirements.

Anticipated outcome: Increased percentage of children ages 2-4 at a healthy weight as measured by Body Mass Index within the 10th and 90th percentiles.

Goal 3: Households receiving WIC food benefits purchase WIC foods.

Anticipated outcome: Increase percentage of WIC participants who utilize at least some of their WIC food benefit monthly.

Goal 4: Pregnant and postpartum WIC participants receive information and support to meet their breastfeeding goals.

Anticipated outcome: Increased percentage of infants who are breastfed at one year of age.

If your agency is proposing to provide Breastfeeding Peer Counseling (BFPC) Services, address Goal 5 below.

Goal 5: Pregnant or breastfeeding participants will have access to a breastfeeding peer counselor.

Anticipated outcome: Pregnant or breastfeeding participants will have access to a breastfeeding peer counselor.

Application Group K-L

Goal 6: Secure a physical location for the WIC Clinic by December 31, 2025.

Goal 7: Purchase equipment as indicated in **Attachment 3 - Technical Information for WIC MIS** and **Attachment 4 - WIC SPIRIT Peripheral List** by December 31, 2025.

Goal 8: Staff hired and trained by December 31, 2025 to serve the estimated caseload as indicated in **Attachment 2 - Key WIC Positions, Qualifications, Duties, and FTEs**.

Goal 9: Provide WIC, and if applicable BFPC, services at the WIC Clinic by April 1, 2026.

1.03 Program Services/Activities

Applicant proposals must describe the ways in which the project aligns with program intent. The submitted project proposal will identify agency resources available to the project; describe project activities; and clearly state the project's anticipated goals, outputs, and outcomes. The proposed project and activities will be utilized as the agency's service plan for the duration of the grant project.

All applicants must indicate the willingness to complete the following core activities in the proposal:

1. Clearly state which of the twelve (12) WIC Service Areas (Application Groups) that the applicant proposes to serve.

COMPONENT ONE: WIC SERVICE DELIVERY

All Applicants must respond to each point below:

1. List WIC clinic location(s), days and hours of operations within the proposed application group (location that must have the primary physical clinic for each group is listed above in Section 1.01). Detail how staffing will

be maintained during hours of operation (ex. staggered lunch breaks, phone forwarding when staff are unavailable, etc.). Refer to **Attachment 1: Alaska WIC Policies and Procedures**, Policy #500 Local Agency Staffing Requirements, and Policy #501 Local Agency Clinic Hours and Staffing Availability.

2. Provide an outreach plan that includes monthly outreach activities. The purpose of outreach activities is to provide widespread community notification of the availability of WIC services and reinforce WIC nutrition and referral messaging. Outreach to WIC participants is also necessary to retain participants and encourage recertification with WIC if participation lapses.
3. Provide a travel plan to indicate target communities, frequency of trips, and whether the trip is for vendor monitoring, outreach, clinic services including certifications, or a combination of these activities.
4. List any new equipment required to deliver WIC services and how said equipment will be obtained. Note that WIC grant funds are permitted for the purchase of required IT equipment.
5. Describe your agency's IT hardware and infrastructure support system.
6. Describe your agency's security software systems.
7. Confirm that your WIC clinics meet the bandwidth recommendations for use of SPIRIT.
8. **APPLICATION GROUP K-L ONLY:** Provide a timeline for the initiation of services and project activities. Provide a timeline for implementation of a new WIC clinic. Timeline for new clinic implementation must include space lease, acquisition of furnishings and equipment purchases including technology, job description approvals, staff hire, staff training, and outreach. The new WIC clinic is expected to serve participants by April 1, 2026.

COMPONENT TWO: FOOD BENEFITS

All Applicants must respond to each point below:

1. Describe how monitoring visits to area WIC vendors that accept eWIC cards will be performed.
2. Describe how education will be provided to participants on where and how to use the Electronic Benefits Transactions (EBT) card (i.e. eWIC card) to purchase WIC foods at grocery stores that are approved to accept WIC transactions (i.e. WIC-approved vendors).

COMPONENT THREE: WIC NUTRITION AND BREASTFEEDING SERVICES

All Applicants must respond to each point below:

1. Describe how your agency will attempt to collect the required height, weight and hemoglobin measurements every six months. Describe how you will reduce duplication of services by obtaining this information from Primary Care Providers and village health clinics, ideally through electronic health records. Explain how your WIC clinic will attempt to obtain this required data if the data cannot be obtained from Providers. Refer to **Attachment 1 - Alaska WIC Policies and Procedures** for Policy #942B: Guidelines for Anthropometric and Hematology Data Collection Without Physical Presence.
2. Detail how you will ensure that nutrition contacts are offered and appropriately documented in the WIC MIS at least once every three months for every WIC participant. Identify the staff positions responsible for providing direct nutrition services. Identify the staff positions responsible for monitoring and compliance.
3. Describe how you will provide nutrition services to participants without physical access to a WIC clinic.
4. Describe how you will conduct outreach specifically to pregnant women to ensure early certification, ideally in the first trimester of pregnancy.
5. Describe how you will coordinate services to ensure that newborns and their mothers are promptly certified with WIC, ideally within the first week postpartum.
6. Describe how your agency will provide breastfeeding support for breastfeeding mothers and infants (breastfeeding dyads) who are unable to receive in-person lactation consultations with a nutrition

educator/CPA or DBE. Refer to **Attachment 2 - Key WIC Positions, Qualifications, Duties, and FTEs**.

7. Describe your community activities link with lactation services and breastfeeding support groups.

COMPONENT FOUR: THE BREASTFEEDING PEER COUNSELING PROGRAM (BFPC)

All Applicants who choose to apply for BFPC grant funding must respond to each point below:

1. Describe your strategies for recruiting breastfeeding peer counselors who meet the required qualifications.
2. Describe how breastfeeding peer counselors will be supported to stay within their scope of practice.
3. Describe the mechanisms to be used to recruit WIC participants to the BFPC program.
4. Detail the services to be provided to WIC participants enrolled in the BFPC program.
5. Attach a letter of commitment from executive leadership confirming that the BFPC program and staff will have access to social media; and state which social media platforms will be available. Any agency with the intention of developing or continuing use of social media platforms for the Breastfeeding Peer Counseling Program must provide a social media plan addressing the development of content and plans for on-going monitoring of public comment.

1.04 Program Evaluation Requirements and Reporting

Results Based Budgeting Framework

Results based budgeting provides a framework in which allocated resources support, and are justified by, a set of outputs and expected results. Within this framework, actual performance and achieved outcomes are measured by objective performance measures.

Projects are required to align with program objectives expressing Department priorities and core services. Projects will use performance measures to evaluate progress toward meaningful outcomes, and to initiate data collection and reporting consistent with Department priorities.

The Department Priorities, Core Services, Objectives, and Performance Measures of Effectiveness and Efficiency for this program are:

Department Priorities

- 3 Safe & Responsible Individuals, Families & Communities

Department Core Services

- 3.1 Strengthen Alaska Families

Department Objectives

- 3.1.4 Increase the number of Alaskan families with food security.

Performance Measures for All Application Groups:

For Goals 1-4 listed in Section 1.02, provide an outcome evaluation plan. If proposing to provide BFPC services, provide an outcome evaluation plan for Goal 5 as well. A variety of evaluation strategies can be used, including but not limited to data from WIC chart reviews, computer data and reports from the WIC MIS, or participant surveys.

- The Evaluation Plan for each of the goals must address:

i. What information will be gathered, and how and when will it be collected and documented.
ii. Who will perform the evaluation.
iii. How the data will be analyzed to determine whether there is progress toward anticipated outcomes.

The applicant's proposed evaluation plan will incorporate the performance measures of effectiveness and efficiency identified above. Applicants may also propose additional performance measures for evaluating the project's progress in achieving results supportive of program goals and outcomes.

Performance Measures for Group K-L:

For each of Goal 6-9 listed in Section 1.02, provide an outcome evaluation plan. A variety of evaluation strategies can be used, including but not limited to verification of a fully executed space lease, invoices for furnishings and equipment purchases, and proof of staff hires.

- The evaluation plan for each of the goals must address:
  i. What information will be gathered and how and when will it be collected and documented.
  ii. Who will perform the evaluation.
  iii. How the data will be analyzed to determine whether there is progress toward anticipated outcomes.

Grant Reporting

Required reporting will include:

1. Cumulative Fiscal Reports recording overall grant expenditures by budget line;
2. General Ledger information verifying amounts reported in Cumulative Fiscal Reports;
3. Program Reports in the format prescribed by the State WIC Office;
4. Time studies;
5. Inventory report; and
6. Annual participant survey results.

1.05 Target Population and Service Area

Target Population: The target population for the solicited services consists of all eligible low-income pregnant women, infants and their mothers, and children up to their fifth (5th) birthday in Alaska who are found to be at nutritional risk. WIC participants' household incomes are below 185% of the federal poverty guidelines for Alaska or are enrolled in Medicaid/Denali KidCare, Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Families (TANF).

Service Areas and Communities: Proposals are being solicited statewide. One grant will be awarded to each of the twelve (12) Application Groups. Application Groups are primarily defined by geographic borders for boroughs and census areas with community deviations, as listed in 1.01. Refer to the State of Alaska, Department of Labor and Workforce Development, Research and Analysis for borough and census area maps.

All Application Groups must respond to each point below:

1. Describe the demographics of the communities within the Application Group. It may include size of population birth to five-years-old, pregnancy rates, availability or lack of health, social services and/or breastfeeding resources in the area or other modifiable nutritionally related health problems.
2. Indicate which communities or urban areas will be prioritized for travel and outreach and provide the rationale for the prioritization.

1.06 Program Funding

Funds available for this program are anticipated to total Estimated annual funding of $6,127,159.00 for first year and $6,327,159.00 for second year. The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) funding is $5,827,159.00 per year with an additional $200,000.00 in the first year in Federal USDA funds; total estimated WIC funding for the 2-year duration is $11,854,318.00. Estimated Breastfeeding Peer Counseling (BFPC) funding is $300,000.00 per year in Federal USDA funds; total estimated BFPC funding for the 2-year duration is $600,000.00.

Group A Funding: Applicants can submit a proposal for maximum WIC funding of $399,675.

Group B Funding: Applicants can submit a proposal for maximum WIC funding of $1,273,200.

Group C Funding: Applicants can submit a proposal for maximum WIC funding of $841,610.

Group D Funding: Applicants can submit a proposal for maximum WIC funding of $159,005.

Group E Funding: Applicants can submit a proposal for maximum WIC funding of $274,234.

Group F Funding: Applicants can submit a proposal for maximum WIC funding of $168,245.

Group G Funding: Applicants can submit a proposal for maximum WIC funding of $105,820.

Group H Funding: Applicants can submit a proposal for maximum WIC funding of $1,130,184.

Group I Funding: Applicants can submit a proposal for maximum WIC funding of $240,240.

Group J Funding: Applicants can submit a proposal for maximum WIC funding of $111,845.

Group K Funding: Applicants can submit a proposal for maximum WIC funding of $613,801. This applicant group is eligible for up to an additional $100,000 in funds to start a new WIC clinic in Juneau which is a one-time funding amount for SFY2026, and continuations will be funded at a maximum WIC funding of $513,801.

Group L Funding: Applicants can submit a proposal for maximum WIC funding of $709,300. This applicant group is eligible for up to an additional $100,000 in funds to start a new WIC clinic in Fairbanks which is a one-time funding amount for SFY2026, and continuations will be funded at a maximum WIC funding of $609,300.

Proposed Budget: The applicant must submit a budget proposal for the first fiscal year of the project. The proposed budget detail and narrative will support the program's results-based service delivery and staffing requirements stated in this RFP.

All Application Groups must submit a budget for WIC. If also applying for BFPC then a separate budget is required for those funds. BFPC monies may only be used to support BFPC services. The majority of BFPC funds must be used specifically to fund Breastfeeding Peer Counselor positions, refer to **Attachment 5 - Allowable Costs for Breastfeeding Peer Counseling Funds Chart**.

Application Group K-L have available an additional $100,000 to increase capacity for SFY2026 to service the estimated caseload. These costs need to be included in the WIC budget. Costs associated with this budget item may include but not be limited to space lease, furnishings, equipment purchases, staff recruitment and on-boarding costs, staff training, and outreach, including costs associated with marketing and advertising the new WIC clinic. Renovations to make building space suitable specifically for the WIC Program require prior approval from the State

WIC Office. Note that the construction of a new building is not an allowable cost.

The proposed budget will be fully compliant with the limitations described in this RFP, and those detailed in 7 AAC 78.160 (Costs). Regulations are provided under the GEMS Documents tab.

Resources specific to budgeting are also available under the GEMS Documents tab. The Department's Grant Budget Preparation Guidelines provide information and guidance about budget lines, cost detail groupings, and narrative requirements. Grantee User Manual Part I provides detailed instructions for entering a budget proposal in the chapter "Responding to a Solicitation."

Other Agency Funding: Prior to submitting a proposal, applicants are required to list all other agency funding received and applied for. This task must be completed by an Agency Power User in the Other Funding section of the Agency Administration tab. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. The agreement is to be uploaded in the Agency Administration tab. Lapsed agreements can be used if uploaded with the negotiating federal agency's written approval to continue using the rate until a new agreement is negotiated. If an agency has never entered into a federally approved Indirect Cost Rate Agreement or no longer has a federally approved agreement in place, the recently updated Federal Uniform Guidance 2 CFR 200 now allows that agency to budget the 15% De Minimis.

Payment for Services/Grant Income: If applicable to the services proposed in response to this solicitation, awarded grantees will have a Medicaid Provider Number or apply to obtain one, and will make reasonable effort to bill all eligible services to Medicaid and any other available sources of payment before seeking grant support for delivery of the proposed services. Department funds are the payer of last resort.

In the applicant’s proposed budget, anticipated receipts and expenditures for all grant income must be evident in the detail and narrative. Fiscal reports for awarded income generating projects will include the receipts and expenditure of all grant income.

Section 2 Applicant Qualifications

2.01 Agency Experience

Proposal evaluation will include consideration of the applicant’s history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include Department site reviews, program audits, and confirmation of the successful resolution of any findings. Affirmation must be provided that the agency has the financial strength and capacity to manage grants and verifies capacity to implement funds if received. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

The applicant must describe previous experience providing services the same or similar to those proposed. The description must clearly identify the time period over which services were provided and the target population served.

2.02 Project Staffing

Project staffing must be sufficient to implement the proposed activities in order to meet program goals and the

anticipated outcomes. Information about requirements for key WIC positions, expected qualifications, duties and estimated full time equivalent needs can be found in **Attachment 2 - Key WIC Positions, Qualifications, Duties, and FTEs**.

Resumes, position descriptions, and professional credentials for key project personnel must be uploaded as part of the response. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Applicants must provide an organizational chart which clearly outlines the project's organizational structure and supervisory chain.

All Applicants must describe the WIC staff structure for each proposed WIC clinic, using the estimated caseload for your Application Group and the staff to participant ratio described in **Attachment 1 - Alaska WIC Policies and Procedures-combined,** Policy #501 Local Agency Clinic Hours and Staffing Availability. Include: job title, full time equivalent (FTE), and general duties. If any WIC positions are not full-time then identify whether staff will be hired as part-time or will be full-time with other additional job duties within the agency.

2.03 Administrative, Management, and Facility Requirements

The applicant must demonstrate the agency's sustainable fiscal and administrative capacity. Executive, administrative, and financial staff must be qualified, as indicated by the resumes of position holders uploaded as an element of the proposal. Applicant must include the staff turnover rate for the past two years. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

1. The applicant must ensure procedures are in place to protect client confidentiality compliant with State and federal standards.
2. The applicant must ensure its most recent financial audit was submitted to the appropriate state office (see Audit Requirements below), and any findings identified have been resolved.

Awarded proposers will be required to submit additional agency information if the agency GEMS record is not current.

Audit Requirements:

Federal Requirements: Agencies spending $1,000,000 or more total Federal Financial Assistance in the agency fiscal year may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and as defined in 2 CFR 200.

State Requirements: Agencies spending $750,000 or more total State Financial Assistance in the agency fiscal year are required to comply with the conditions of 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, Department of Law Document Library, or copies may be obtained from the contact identified on the cover page of the RFP.

Information on State and Federal Single Audit Acts compliance may be obtained from:

State Single Audit Coordinator
Department of Administration
Division of Finance
PO Box 110204
Juneau, AK 99811-0204

Telephone: (907) 465-4666
Fax: (907) 465-2169

Department of Health Program Audit Requirements: All DOH grantees are subject to the requirements of 7 AAC 78.230. If awarded, agencies which are not required to file State Single Audits under 2 AAC 45.010 must ensure a fiscal audit of the agency operations under the grant program is performed by an independent, licensed, certified public accountant at least once every two years and submitted to:

State of Alaska Department of Health
Finance and Management Services
Audit Section
PO Box 110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility, Service Access, and Safety:

1. The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.
2. The applicant must describe client accessibility to services and the way in which that will enhance project success.

2.04 Support/Coordination of Services

Applicants must demonstrate the proposed project has the necessary support and coordination for the successful delivery of services. The proposal must address the following:

1. Describe your agency's coordination with referring agencies and the role of each one in relation to the proposed project. At a minimum, include Medicaid/Denali KidCare, the Supplemental Nutrition Assistance Program (SNAP), Child Support Enforcement, local hospitals and healthcare providers, and Head Start if available in the Application Group service area.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). Eligible applicants are state agencies; political subdivisions of the state such as cities, organized boroughs, and Regional Educational Attendance Areas; nonprofit organizations and consortia of nonprofits; and Alaska Native entities. As follows, eligibility will be verified by Grants and Contracts.

1. Political subdivisions of the state and Regional Educational Attendance Areas will be verified by State records.
2. Eligible nonprofits are listed in the State's database of registered nonprofit entities or the US Internal Revenue Service's register of tax-exempt organizations. Nonprofit subsidiaries of nonprofit corporations must also provide a letter from the parent organization confirming nonprofit status.
3. Alaska Native entities as defined in 7 AAC 78.950(1) must submit, with the application, a legally binding resolution waiving the entity's sovereign immunity to suit through the duration of the program, identified in RFP Subsection 3.05. The resolution must be authorized in compliance with the tribe's constitution, either by the tribal council or by majority vote of the tribal membership. The required template is provided at Subsection 4.02, Other Technical Requirements.

(Federal Funding Accountability and Transparency Act (FFATA): In accordance with 2 CFR Chapter 1, Part 170 Reporting Sub- Award And Executive Compensation Information, reporting is required of any grant award with federal funding equal to or greater than $30,000. FFATA is intended to hold the federal government accountable for spending decisions. Accountability data is available to the public at U.S. Government spending. Reporting requirements extend to recipients of State-issued awards with federal funds. An Agency Power User must complete the FFATA form under Federal Reporting in the GEMS Agency Administration tab. The report data will reflect the audited figures of the agency's most recently completed fiscal year. The report captures expenses and executive compensation for your agency. More information regarding FFATA requirements can be found at Federal Funding Accountability and Transparency Act Subaward Reporting System.

Effective April 4th, 2022, the US Federal Government transitioned from the Dun & Bradstreet Data Universal Numbering System (DUNS) number to a System for Award Management (SAM) generated Unique Entity Identifier (UEI) alpha-numeric value for federal awards management. All grantees receiving awards with federal funds are required to have a UEI. More information regarding this transition can be found on the U.S. General Services Administration.

The Grants Electronic Management System (GEMS) has been updated to include fields for both the DUNS nine-digit number and the UEI twelve-digit alpha-numeric value under the General section of the Agency Administration tab. An Agency Power User must confirm the current UEI number is listed in GEMS. The DUNS number will continue to be displayed in GEMS until further notice.

Applicant agency GEMS records must contain the agency's current State of Alaska Business License number, and a current governing board roster which includes titles, contact information, and terms of office for each seat. The roster must include emergency contact information outside the applicant agency for one or more officers.

Grants and Contracts will verify neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.

If this grant program includes Federal funding, effective November 12, 2020 Federal Uniform Guidance 2 CFR 200 requires that agencies be registered on the System for Award Management (SAM) website at System for Award Management (SAM). If an applicant is recommended for award and is not registered on this site, the offered award will not be executed, and funds will not be issued until agency registration is confirmed.

Applicants who have had a contract or grant to help produce this RFP are not eligible to apply and any submitted proposal will not be considered.

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this RFP including all identified attachments and guidelines, 7 AAC 78, and any other applicable statutes and regulations. Copies of these may be accessed through the contact person identified on the cover page or through the web address(es) identified in this RFP.

If a grant is awarded, this RFP and the applicant's proposal become part of the grant agreement. The applicant will be bound by the provisions contained in the awarded proposal unless the Department agrees that specific parts of the proposal are not part of the agreement.

Proposals and other materials submitted in response to this RFP become the property of the State and may be returned only if the State allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

3.03 Inquiries

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the contact person identified on the RFP cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared substantive. The applicant will be directed to submit the question in writing to the contact person at the email address on the cover page no later than the Deadline for Written Inquiries, also identified on the cover page. This will allow issuance of any necessary amendments and/or clarifications to all prospective applicants.

Applicants are responsible for monitoring GEMS or the State's Online Public Notices website (Online Public Notices) for any clarifications or amendments that may be issued regarding this solicitation.

Proposals will not be accepted after 3:59 PM prevailing local time on the due date identified on the cover page.

3.04 Proposal Costs and Content

The Department will not be responsible for any expenses incurred by the applicant prior to the authorized grant performance period. All costs of responding to this RFP are the responsibility of the applicant.

The applicant is responsible for the content of the proposal.

3.05 Duration

This RFP is for a two-year period, beginning 7/1/2025 through 6/30/2027. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The annual decision to continue funding for the subsequent year(s) of the two-year grant cycle is based on the following general conditions:

1. the Department's judgment that there is a continued need for the grant project service;
2. the grantee's satisfactory performance during the previous grant year;
3. the availability of sufficient grant program funds, and whether continuation of the financing is consistent with public health and welfare; and
4. the ability of the grantee and the Department to agree on any adjustments in payments or service.

Applicants will submit a budget proposal for year one of the grant only. Funding in each subsequent year will require submission and approval of documents needed to update service plans, evaluation measures, and budgets. Grants and Contracts will notify grantees of specific submission requirements necessary to qualify for consideration of continued funding.

3.06 Proposal Review

Following the deadline for receipt of proposals, no revisions will be accepted unless provided in response to a request from the contact person named in this RFP. Proposals will be reviewed as follows:

1. Proposals will be evaluated in a manner that will avoid disclosure of contents before notices of grant award have been issued.
2. Department of Health staff will evaluate each proposal for minimum responsiveness and other technical requirements and eliminate nonresponsive proposals from consideration.
3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), Department staff will evaluate each responsive proposal. **Scores for each criterion will be based solely on the response to the associated question. Points will not be earned if the information was provided in response to another question in Section 4**. Department staff will also review relevant departmental documentation regarding the applicant. Staff recommendations regarding awards and levels of funding will include consideration of the following:
    i. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
    ii. priorities in applicable State health and social services plans;
    iii. requirements of applicable State and federal statutes; and
    iv. municipal ordinances or regulations applicable to the grant program.

If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to the review of proposed services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals, independently of other committee members. As a committee the PEC will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. Scores will be assigned based on the applicant's response to each individual question and the associated criteria. **Applicants will not earn points for a given question based on a response to another question in the RFP**. The PEC review will include discussion of each proposal's merits. PEC recommendations will rank proposals in priority order and include approval or disapproval for award, modifications to the proposed project, and special compliance conditions.

All staff advisory recommendations and, if applicable, those of the PEC, and all review materials will be submitted for consideration by the Division Director, who will make recommendations to the Commissioner of the Department of Health or the Commissioner's designee.

3.07 Final Decision Authority

Recommendations are advisory only, including those from any PEC that may be held. The final decision to approve or disapprove award, the amount of each award, and whether to impose special conditions or modifications rests with the Commissioner or Commissioner's designee.

NOTE: The final decision may include additional considerations, such as a lack or duplication of services in certain locations, or alternative services that may be available; a critical need for services by vulnerable populations; and matters of health, life and safety. The Department has the responsibility to ensure public monies are utilized in a manner that protects the interests of the people of the State and retains the right to make final awards that ensure responsible distribution of grant funds.

3.08 Notification of Grant Award and Appeals

Within fifteen (15) days after the decision regarding grant awards, applicants will be notified of the final funding decisions, and, if awarded, any conditions of award or modifications. Following any necessary negotiations for revisions to the proposed budget and scope of services, successful applicants will be issued a grant agreement. This formal agreement will contain specific performance and reporting requirements consistent with Department policy and procedure and 7 AAC 78.

Per 7 AAC 78.305 (Request for Appeal), an applicant may appeal a final grant award decision. Requests for hearing must be addressed to the Commissioner and received in writing at the address below within 15 days after the applicant receives notification of the decision. The request must contain the reasons for the appeal and must cite the law, regulation, or terms of the grant upon which the appeal is based.

With a copy to the contact identified on the solicitation cover page, send appeal to:

Heidi Hedberg, Commissioner
Department of Health
3601 C Street, Suite 902
Anchorage, Alaska 99503-5923

3.09 Cancellation of the RFP/Termination of Award

Contingent upon funding appropriations and the Governor's approval, the Department may fund proposals from eligible applicants. The Department may withdraw this RFP at any time and reserves the right to refrain from making an award when such action is deemed to be in the best interest of the State. Funds awarded for a grant as a result of this RFP may be withheld and the grant terminated by written notice from the State to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed to be in the best interest of the State.

Section 4 Submission Requirements/Evaluation Criteria

4.01 Minimum Responsiveness Criterion per 78.100(2)(A)

Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b)(2).

1 (Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) - Applicant is eligible per 7 AAC 78.030.

Evaluation/Review Criteria		Review	Points
a	Applicant is eligible per Alaska Administrative Code 7 AAC 78.030.	☑	

4.02 Other Technical Requirements per 7 AAC 78.060, 78.090(b) and 78.100

Response & Organizational Documentation

1 (Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) - If applying as a non-profit organization, confirm non-profit status is documented.

Evaluation/Review Criteria		Review	Points
a	The agency is listed as a non-profit in good standing on the State's corporation database, confirmed at State Corporation Database and/or	☑	
b	The agency's current 501(c)(3) status is confirmed on the Exempt Organizations page, accessible at IRS Tax Exempt Organization Search.	☑	
c	If a non-profit subsidiary of a non-profit corporation, a verifying letter from the parent non-profit agency is uploaded to the applicant's agency GEMS record (under General in the Agency Administration tab). The parent corporation must meet criteria a and/or b.	☑	

2 (Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) - If applying as a Federally recognized tribal entity, upload the signed Resolution for Tribal Entities using the template provided below. Confirm the following criteria are met.

Evaluation/Review Criteria		Review	Points
a	The applicant is a recognized Alaska Native entity as verified by the Federal Register at Federal Register. If a tribal consortium, all members are recognized Alaska Native entities.	☑	
b	A Resolution, completed on the provided form, is uploaded in the space provided. If a tribal consortium, a Resolution from each member tribe is uploaded as a single file.	☑	

3 (Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) - If applying as a government entity, confirm the following criterion is met.

Evaluation/Review Criteria		Review	Points
a	The applicant is another State Agency, such as the University; a political subdivision such as a city or municipality, verified at Local Boundary Commission ; or an REAA under AS 14.08.031 verified at Department of Education Alaska School Map.	☑	

4 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) - Confirm neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.***

Evaluation/Review Criteria		Review	Points
a	The applicant agency nor its principals are barred from receiving federal assistance as verified in the federal System for Awards Management at System for Award Management (SAM).	☑	

5 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) - Electronically sign the State Grant Assurances form.***

Evaluation/Review Criteria		Review	Points
a	State Grant Assurances form is signed by an individual authorized to enter into legal agreements on behalf of the applicant agency.	☑	

6 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

This program receives federal funds. Confirm the following criteria are met.

Evaluation/Review Criteria		Review	Points
a	The Federal Assurance and Certification form is electronically signed by an individual authorized to enter into legal agreements on behalf of the applicant.	☑	
b	The applicant agency GEMS record, under General in the Agency Administration tab, contains the agency's UEI number.	☑	
c	The required Federal Funding Accountability and Transparency Act (FFATA) information, located under the Federal Reporting section of the Agency Administration tab, has been provided for the agency's most recently completed fiscal year. This task can only be completed by an Agency Power User.	☑	

7 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) - Confirm the following information is provided at the Agency Administration tab. These tasks must be completed by a Power User. If the information is found to be incomplete or not current, there may be delay in execution of any offered award.***

	Evaluation/Review Criteria	Review	Points
a	The General section contains a current governing board roster. The roster includes terms of each seat and contact information outside the applicant agency for one or more officers.	☑	
b	The Other Funding section contains a record for each source of agency operating funds. The record includes funds applied for under this solicitation. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.	☑	
c	The General section contains a State of Alaska business license number, verified at Alaska Business Licenses Search.	☑	
d	All agency contact records are up to date, including Head of Agency, Primary Contact, and Head of Financial Operations.	☑	
e	The applicant's agency record contains the Agency Fiscal Year Start Date.	☑	
f	The applicant's agency GEMS record contains a current Federally Negotiated Indirect Cost Rate Agreement. If lapsed, the agreement is uploaded with written confirmation from the negotiating agency that the rate is valid until a new agreement is approved.	☑	

4.03 History of Compliance with Grant Requirements per 7 AAC 78.100(2)(B)

1 (Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) - Previous recipients of grant awards will confirm the following criteria pertaining to past performance and compliance are met. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. All other applicants will mark Complete without confirming.

	Evaluation/Review Criteria	Review	Points
a	Fiscal, narrative, and data reporting in prior years has been complete and timely.	☑	
b	Required State and Federal Single Audits have been submitted, verified at Division of Finance, State Single Audit. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at Finance and Management Services Audit Contact.	☑	

c	Activities in prior year(s) demonstrate effective delivery of services. The departmental review may include documentation such as performance reports, audit reports, grant records, site visits, etc.	☑	
d	Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.	☑	
e	If a site visit was conducted at the agency for any Department of Health Grant Programs within the past three years, please identify in the application response, the date of the visit and if there were findings. If there were findings, please identify what the findings were.	☑	

4.04 Questions and Criteria Related to Program Policy, Goals, Outcomes, and Activities

1 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group A) -***

Describe the proposed WIC project in the text box below, identifying the ways in which it will achieve the program goals and anticipated outcomes stated in Section 1.02 of this RFP, #1-4.

Evaluation/Review Criteria		Review	Points
a	The description demonstrates a thorough understanding of the WIC program goals and outcomes and clearly identifies the ways in which they will be achieved as referenced in Section 1.02 of this RFP, #1-4.	☐	80

2 ***(Group K, Group L) -***

Describe the proposed WIC project in the text box below, identifying the ways in which it will achieve the program goals and anticipated outcomes stated in Section 1.02 of this RFP, #6-9 and #1-4 for Q3 & Q4.

Evaluation/Review Criteria		Review	Points
a	The description demonstrates a thorough understanding of the WIC program goals and outcomes and clearly identifies the ways in which they will be achieved as referenced in Section 1.02 of this RFP, #6-9 and #1-4 for Q3 & Q4.	☐	80

3 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

Describe the proposed BFPC project in the text box below, identifying the ways in which it will achieve the program goals and anticipated outcomes stated in Section 1.02 of this RFP, #5.

	Evaluation/Review Criteria	Review	Points
a	The description demonstrates a thorough understanding of the BFPC program goals and outcomes and clearly identifies the ways in which they will be achieved as referenced in Section 1.02 of this RFP, #5.	☑	

4 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

In the text box below, describe how the State of Alaska WIC program requirements identified in Component One referenced in Section 1.03, #1-7 will be met.

	Evaluation/Review Criteria	Review	Points
a	The response lists WIC clinic location(s), days and hours of operations and details how staffing will be maintained during hours of operation. The primary physical location is in line with requirements of the RFP as stated in Section 1.01.	☐	20
b	The outreach plan includes monthly activities to provide widespread community notification of the availability of WIC services and reinforce nutrition and referral messaging.	☐	20
c	The travel plan indicates target communities, frequency of trips, and what activities the trip is for.	☐	20
d	The response includes any new equipment and how it will be obtained.	☐	20
e	The response describes the agency's IT hardware and infrastructure support system.	☐	20
f	The response describes the agency's security software systems.	☐	20
g	The response confirms that clinics meet the bandwidth recommendations for use of SPIRIT.	☐	20

5 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

In the text box below, describe how the State of Alaska WIC program requirements identified in Component Two referenced in Section 1.03, #1-2 will be met.

Evaluation/Review Criteria	Review	Points

a	The response describes how monitoring visits to area WIC vendors that accept eWIC cards will be performed.	☐	20
b	The response describes how education will be provided to participants on where and how to use the EBT card (i.e. eWIC card) to purchase WIC foods at grocery stores that are approved to accept WIC transactions (i.e. WIC-approved vendors).	☐	20

6 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

In the text box below, describe how the State of Alaska WIC program requirements identified in Component Three referenced in Section 1.03, #1-7 will be met.

Evaluation/Review Criteria		**Review**	**Points**
a	The response describes how your agency will attempt to collect the required height, weight and hemoglobin measurements every six months. Describe how you will reduce duplication of services by obtaining this information from Primary Care Providers and village health clinics, ideally through electronic health records. Explain how your WIC clinic will attempt to obtain this required data if the data cannot be obtained from Providers.	☐	20
b	The response describes how you will ensure that nutrition contacts are offered and appropriately documented in the WIC MIS at least every three months for every WIC participant. Identify the staff positions responsible for providing direct nutrition services. Identify the staff positions responsible for monitoring compliance.	☐	20
c	The response describes how you will provide nutrition services to participants without physical access to a WIC Clinic.	☐	20
d	The response describes how you will conduct outreach specifically to pregnant women to ensure early certification, ideally in the first trimester of pregnancy.	☐	20
e	The response describes how you will coordinate services to ensure that newborns and their mothers are promptly certified with WIC, ideally within the first week postpartum.	☐	20

f	The response describes how your agency will provide breastfeeding support for breastfeeding mothers and infants who are unable to receive in-person lactation consultations with a nutrition educator/CPA or DBE.	☐	20
g	The response describes the community activities link with lactation services and breastfeeding support groups.	☐	20

7 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

In the text box below, describe how the State of Alaska WIC program requirements identified in Component Four referenced in Section 1.03, #1-5 will be met.

Evaluation/Review Criteria		Review	Points
a	The response describes your strategies for recruiting breastfeeding peer counselors who meet the required qualifications.	☑	
b	The response describes how breastfeeding peer counselors will be supported to stay within their scope of practice.	☑	
c	The response describes the mechanisms to be used to recruit WIC participants to the BFPC program.	☑	
d	The response describes the services to be provided to WIC participants enrolled in the BFPC program.	☑	
e	The attached letter of commitment from executive leadership confirms that the BFPC program and staff will have access to social media; and state which social media platforms will be available. If developing or continuing use of social media platforms for the BFPC program the letter must include a social media plan addressing the development of content and plans for on-going monitoring of public comment.	☑	

8 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

In the upload field below, all applicants must provide a single-file scan of the timeline for the initiation of services and implementation of project activities that align with this RFP and associated deadlines. For Application Group L refer to Section 1.03 under Component One #8 for additional timeline requirements.

Evaluation/Review Criteria	Review	Points

a	The timeline proposed for initiation of services and project activities is compatible with program intent.	☐	60
b	The timeline meets all deadlines specified in this RFP.	☐	60

9 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

In the text box below, describe the ways in which the project aligns with program intent. The response will identify project resources, activities, and clearly state the project's anticipated goals, outputs, and outcomes.

Evaluation/Review Criteria		Review	Points
a	The described activities are well developed, reasonable and supportive of program intent.	☐	80

10 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

In the text box below, state which application group you propose to serve and describe the target population and service area(s) of the proposed project.

Evaluation/Review Criteria		Review	Points
a	The agency states which application group they propose to serve.	☐	20
b	The description clearly identifies the proposed target population and service area and meets the intent of the services solicited.	☐	60

11 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

WIC Budget: Provide the proposed budget for the first year of the WIC project. Include detail and supporting narrative as shown in the DOH Grant Budget Preparation Guidelines (Documents tab). Confirm the following criteria are met.

Evaluation/Review Criteria		Review	Points
a	The budget narrative is complete and mutually consistent with the budget detail.	☑	
b	Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.	☑	

c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.	☑	
d	Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.	☑	
f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	40
g	Costs are reasonable and substantiated in the narrative.	☐	20
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	20

12 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

BFPC Budget: Provide the proposed budget for the first year of the Breastfeeding Peer Counseling (BFPC) project. Include detail and supporting narrative as shown in the DOH Grant Budget Preparation Guidelines (Documents tab). Confirm the following criteria are met.

Evaluation/Review Criteria		**Review**	**Points**
a	The budget narrative is complete and mutually consistent with the budget detail.	☑	
b	Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.	☑	
d	Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	

e	Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.	☑	
f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☑	
g	Costs are reasonable and substantiated in the narrative.	☑	
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☑	

4.05 Applicant Qualifications - Criteria Relating to Personnel, Management, and Facilities

1 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

In the text box below, describe the agency's previous experience in providing services the same as, or similar to, those proposed. Clearly identify the time period over which services were provided and the population served. Affirmation has been provided that the agency has the financial strength and capacity to manage grants and verifies capacity to implement funds if received. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Evaluation/Review Criteria		Review	Points
a	The applicant's previous experience providing the same or similar services demonstrates the resources and capacity needed to provide the solicited program services. Note: the review by department staff will also include documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	60
b	Agency has the financial strength and capacity to manage grants and verifies they have the capacity to implement funds if received.	☑	

2 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

In the text box below, describe the proposed project's program and administrative staffing needs. Scan the following documents as a single file and upload in the space provided below: 1) Position descriptions for key project positions 2) Resumes and professional credentials for position holders 3) Resumes of administrative staff providing supervision, fiscal, reporting, and management needs as well as staff turnover rate for the past two years 4) An organizational chart which clearly outlines the project's organizational structure and supervisory chain. 5) WIC staff structure for each clinic using estimated caseload and staff to participant ratio as referenced in Section 2.02 to include job titles, full time equivalent, and general duties. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Evaluation/Review Criteria		**Review**	**Points**
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials.	☐	120
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.	☐	80
c	Position descriptions support the intent of the RFP and the project proposed.	☐	60
d	Administrative staff is qualified as demonstrated by the resumes provided.	☐	80
e	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	80
f	Agency has indicated in the narrative proposal what the overall agency staff turnover rate has been during the past two years.	☑	
g	Organizational chart clearly outlines the project's organizational structure and supervisory chain.	☐	60
h	WIC staffing structure for each clinic is present and includes job titles, full time equivalent, and general duties.	☐	60

3 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) - In the text box below, describe the procedures that will be used to protect client confidentiality.***

Evaluation/Review Criteria	**Review**	**Points**

a	The applicant's description identifies the procedures necessary to protect client confidentiality compliant with State and Federal standards.	☐	100

4 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) - In the text box below, describe the service delivery facilities and locations and the ways in which access to services will enhance project success.***

Evaluation/Review Criteria		Review	Points
a	The facilities described are safe and appropriate to the purpose of the program.	☐	60
b	Access to the locations will enhance delivery of services to the targeted populations.	☐	60

4.06 Demonstration of Support/Coordination of Service

1 ***(Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group J, Group K, Group L, Group A) -***

In the text box field below, describe coordination with referring agencies and the role of each one in relation to the proposed project as referenced in Section 2.04, #1.

Evaluation/Review Criteria		Review	Points
a	Agency demonstrates coordination with referring agencies and the role of each one to include Medicaid/Denali KidCare, the Supplemental Nutrition Assistance Program (SNAP), Child Support Enforcement, local hospitals and healthcare providers, and Head Start if available in the service area.	☐	60