

# Request for Information (RFI)



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

**Date Issued: March 24, 2021**

## COVID-19 TRAVELER VACCINATION

### **Introduction:**

The Department of Health and Social Services, Division of Public Health is seeking information on a traveler vaccination program for the Anchorage, Fairbanks, Juneau, and Ketchikan airports. The intent of this program is to make COVID-19 vaccinations available to individual travelers in transit.

### **Background:**

The Division of Public Health is seeking information on a traveler vaccination program to provide on-site, drop-in service, COVID-19 vaccinations at the 4 highest volume airports in Alaska. This project seeks to provide easy access to vaccination services to travelers that may be arriving at their final destinations in Alaska, or in lay-over status at the airport. The intent is to provide these services to travelers on the secure side of TSA. The Division of Public Health intends to use a single dose vaccine for this program, subject to availability, and will work in coordination with the contractor(s) to provide vaccine allocations, however the contractor(s) should be an enrolled vaccine provider able to order vaccine in VacTrAK and be able to submit pre-book requests as requested by the Division of Public Health.

As Alaska's essential workers, industry workers, seasonal employees, resident travelers and out-of-state travel increases during the May – October 2021 timeframe, implementing strategies to reduce the transmission of COVID-19 through Alaska's communities and individuals is critical.

### **Response Information:**

**Interested parties are invited to submit responses to the following:**

1. Provide a general description of your company's capabilities and experience related to providing COVID-19 vaccination programs and how this could be applied to serve airport travelers. This should include specific information on how you will handle registration and processing of those receiving the vaccine, including following billing guidelines for COVID-19 vaccination administration fees as governed by the most up to date federal and DHSS guidelines. Current guidelines are available at (<http://dhss.alaska.gov/dph/Epi/iz/Pages/vaxpacket/default.aspx>). No fees will be collected from individuals at the time of vaccination.
2. Describe your staffing plan and costs. What is your ability to either provide staffing 24/7 to accommodate all traveler volumes or to coordinate with flight schedules to be operational during high volume arrival/departure times.

3. Describe how many staff (part time, full time, or hourly) need to be staffed to support this project, including information on the staff's title, role, and percent allocation.
  - a. If one or more agencies will serve as subcontractors to the respondent, be specific in outlining the roles each agency will play in performance of the duties.
4. Describe your communications plan on how you will reach travelers on a lay-over or final destination arrival. Specially address how you would assure accuracy of any messaging or materials and respond to vaccine hesitancy concerns.
5. Provide details on what the minimum needs for project space will be. This includes space projections for up to 60 people per hour receiving vaccines and observation times. Provide details on the needs and estimated costs associated to secure and manage rental agreements with the airports to include appropriate operational space, employee parking, and employee access to operational area with host facility.
6. Describe your ability to operate on the TSA secured side of the airport along with the estimated costs and timeframe associated with ensuring staff clearances and access.
7. Briefly describe how traveler vaccine administration will work in coordination with the Alaska Travel Portal for integration of information related to "proof of vaccination" status. The Department of Health and Social Services holds a contract for this service. <https://www.alaska.covidsecureapp.com/>

Interested parties must submit their response in writing via email by **2:30 p.m. Alaska Time on March 31, 2021** to the following person:

**Jason Grove, CPPB**  
Procurement Officer  
Department of Health and Social Services  
Division of Finance and Management Services

Phone: (907) 465-5842

Email: [jason.grove@alaska.gov](mailto:jason.grove@alaska.gov)

It is the responsibility of the interested party to follow up with the procurement officer listed above to ensure your response was received prior to the time and date specified.

Responses to this RFI, including cost estimates, are for information purposes only and will not be evaluated. This RFI does not extend any rights to prospective contractors or obligate the state to conduct a solicitation or purchase any goods or services.