

Request for Information

Revised February 2024



State of Alaska
Department of Environmental Conservation
Division of Administrative Services
Date Issued: May 29, 2025

TRAVEL COORDINATION SERVICES

Introduction:

The State of Alaska, Department of Environmental Conservation, Village Safe Water (VSW) Program is issuing this Request for Information (RFI) to inquire whether any interested vendors can provide travel coordination services to support force account construction projects in rural Alaska.

The Department seeks vendors capable of:

- Booking approved airfare, primarily on scheduled commercial service, and lodging for force account construction personnel traveling to rural Alaska communities.
- Coordinating charter flights when scheduled commercial service is unavailable, cost-prohibitive, or impractical due to logistics, scheduling, or project urgency.
- Providing itemized invoices with supporting documentation (e.g., receipts, itineraries) to allow costs to be billed directly to specific project budgets.
- Charging a reasonable per transaction service fee.
- Supporting travel arrangements across various rural Alaskan communities, including rebooking services on short notice due to travel delays or cancellations.

Travel delays and changes are common due to weather, limited air transportation and lodging options, or culturally significant events. Vendors must demonstrate the capacity to manage rebooking and itinerary changes promptly and sensitively under such circumstances.

Background Information:

The VSW program uses force account labor to construct essential water, wastewater, and solid waste infrastructure in rural Alaska communities. Many of these communities are not connected to the contiguous road system. Due to the remote and seasonal nature of construction activities, efficient and accurate travel coordination is essential to the success of project delivery.

Response Information:

Vendors who believe they can provide the service described in this Request for Information (RFI) are invited to submit a written response by the date listed below. Please provide a summary of experience and qualifications, a description of the services offered, and an explanation of how services meet the needs of the State.

This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services.

Procurement Officer contact information:

Interested parties must submit a written response by June 9, 2025 by 2 p.m. AKST. Responses must be E-mailed to the address listed below.

All questions must be directed to the person listed below in writing via email.

Department of Environmental Conservation

Attention: Marty Sager, Procurement Specialist 1

Email: martha.sager@alaska.gov

Phone: 907-262-8219

Notice to Vendors:

Pursuant to [Administrative Order 352](#), (a) any person or business determined to support or participate in a boycott of the State of Israel will be disqualified from any procurement related to this Request for Information; and (b) the support of or participation in a boycott of the State of Israel by a person or business contracting with the State of Alaska under AS 36.30 constitutes grounds for termination of the contract.

[Administrative Order 352](#) does not apply to a contract if the person or business has fewer than 10 employees; or the amount to be paid under the contract, excluding renewals and options available under the contract, is less than \$100,000.