

Request for Information

Revised February 2024



State of Alaska
Department of Military & Veterans Affairs
Construction and Facilities Management Office
Environmental Section

Date Issued: August 17th, 2025

ENVIRONMENTAL COMPLIANCE E-LEARNING MODULE DESIGN

Introduction:

The Alaska Department of Military and Veterans' Affairs (DMVA), Construction and Facilities Management Office (CFMO), Environmental Section (ENV) is seeking qualified vendors to develop e-learning content for Alaska Army National Guard (AKARNG) personnel who require environmental awareness and compliance training.

Background Information:

The overall objective of the 'Environmental Compliance E-Learning Module Design' project is to deliver on-demand, virtual training to personnel within the AKARNG and DMVA that will support a variety of environmental compliance training needs within the organization. The purpose for developing these modules is to ensure that personnel have access to the training and guidance necessary to perform their duties in ways that will reduce adverse effects to people and the environment and ensure compliance with applicable laws and regulations. The courses will be available on the already existing AKARNG Environmental Compliance Learning Management System (LMS). Course modules are required to be compatible with Sharable Content Object Reference Model (SCORM) standards.

The goal is to design, develop and deliver interactive, engaging content. This will be accomplished by developing a variety of subject-specific modules that will be tied together in the two overarching courses: (1) general Environmental Awareness training and (2) Environmental Officer training. Final deliverables will include a minimum of 10 to 12 narrated, asynchronous e-learning training modules hosted on the AKARNG Environmental LMS*. The overall learning content will be three to five hours in duration with the number and length of individual modules determined by the DMVA-CFMO-ENV Training Manager and subject matter experts (SMEs).

The following subjects will be covered by delivered training modules:

1. Introduction – AKARNG Basic Environmental Awareness Training
2. Introduction – AKARNG Environmental Officer Training
3. AKARNG Spill Prevention, Response and Control Awareness
4. AKARNG Stormwater Management
5. AKARNG Wastewater Management
6. AKARNG Aboveground Storage Tank (AST) Management
7. AKARNG Hazardous Materials Management
8. AKARNG Toxic Substances Management
9. AKARNG Waste Generation, Storage and Disposal for Small Quantity Generators (SQGs)

10. AKARNG Waste Generation, Storage and Disposal for Very Small Quantity Generators (VSQGs) (remote facilities)
11. AKARNG Fuels Management
12. AKARNG Used Oil Management

***Note:** Additional modules may be requested over the length of a potential contract, depending on future program needs.

Optional additional modules may include: Water Quality Management, National Environmental Policy Act, Natural Resource Management, Air Emissions/Permits, Cultural and Historic Resources Management, Asbestos Management, Pesticide Management)

Vendors may be required to comply with accessibility standards such as ADA and WCAG 2.0 or newer, as well as any applicable State IT security and privacy requirements.

Response Information:

If your firm can provide services as outlined above, please submit a written response addressing:

- Your relevant experience and qualifications in instructional design and developing e-learning content and web-based learning experiences that measure learning outcomes.
- References and/or links to relevant examples of work and summary of recently completed projects.
- Any additional value-added experience with developing compliance training and/or learning content for compliance with environmental regulations.

Vendors should submit a response to the RFI within 10 days from the issue date of the notice.

Procurement Officer contact information:

Interested parties must submit a written response by **Monday, July 28th, at 2:00 p.m. AKST**. Email submission is preferred. Responses may be submitted as PDF attachments to MvaDasProcurement@alaska.gov.

All questions must be directed to the office listed below via email.

Department of Military & Veterans Affairs

Attention: DMVA Division of Administrative Services Procurement Section

Address: P.O. BOX 5308, JBER, AK 99505

Phone: (907) 428-7220

Email: MvaDasProcurement@alaska.gov

Notice to Vendors:

This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services. DMVA does not intend to award a contract from this RFI, nor will DMVA be financially responsible for the preparation, or administration costs incurred to respond to this RFI. All costs associated with responding will be solely at the interested party's expense.

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.