

STATE OF ALASKA

Department of Military and Veterans Affairs
Division of Administrative Services



ENVIRONMENTAL COMPLIANCE E-LEARNING MODULES DESIGN

RFP 260000004

Amendment #1

August 15, 2025

This amendment is being issued to answer questions from interested offerors.

Important Note to Offerors: You must sign and return this page of the amendment document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the state:

Question 1: Will AKARNG provide any existing course content or media assets for reuse, or should we assume all content (scripts, graphics, narration, video) will be created from scratch?

Answer: Yes, some existing content will be provided. This will mainly include internal compliance plans, PowerPoint slides, and images. The Project Manager (PM/ENV Training Manager) can provide additional images throughout the project as needed. There is no existing e-learning content, such as animations, narrated content, or interactive graphics, that can be used for this project. The PM will work closely with the contractor and will assist in writing and reviewing scripts for narration.

However, the contractor will lead the development of a detailed outline, content narratives, and scripts, produce graphics, animations, and any other chosen training elements and will produce all narration/voiceover. Since we understand the production of e-learning as a creative process that can be completed with various different design tools and elements, the SOW has intentionally left some leeway regarding the look and feel and individual elements of the e-learning modules (such as the creation of animations or video footage as a possible element). Since the contractor is expected to provide professionally designed visuals and content material, demonstrated experience as well as methodology for the project are heavily weighted criteria in the RFP.

Question 2: Are there preferred design tools (e.g., Adobe Captivate, Articulate 360), or is tool choice fully up to the vendor as long as it's SCORM-compliant?

Answer: There is no specified design tool as long as it's SCORM compliant.

Question 3: Will the LMS integration process require our team to have direct admin access to Meridian LMS, or will we hand over the SCORM packages for the client to upload?

Answer: If the SCORM package integrates without any issues and LMS testing is completed with passing results, admin access to the Meridian LMS is not required (but can be provided if needed). Project completion will require that the course module prototypes and final LMS testing are completed with passing results. The contractor must provide support for the indicated timeframe (milestones on p.20 of the RFP) and the contractor must provide support to address any potential issues arising during this post-implementation phase.

Question 4: Will SMEs be available on a fixed schedule for reviews, or should we assume flexible/possibly delayed feedback cycles?

Answer: The PM will generally be available during my regular office hours (Mon-Thu - 7:30-4:30 AKST) and will be the primary POC. Any input or feedback needed from other SMEs (ENV Program Managers) must first be sent to the PM and the PM will facilitate responses and, whenever needed, schedule meeting time with other program managers. Generally, no unreasonably long feedback delays are to be expected. You can generally expect same-day responses for general issues/questions and 2-3 business days for more complex conceptual or subject-specific issues. Occasional delays of 3+ business days may occur during busy weeks, but this should be very infrequent. An alternate POC will be identified if the primary PM is on leave or otherwise unavailable.

Question 5: If we are out-of-state, can we fully execute the project remotely, including kick-off, SME interviews, and reviews?

Answer: It is no problem if the contractor is out-of-state. All meetings, general communication and coordination can be fully virtual.

Question 6: Could you clarify the expected duration for each module? Should we plan for uniform length across modules, or will length vary by topic?

Answer: Modules will generally be 15-25 minutes each with an average of 20 minutes per subject. However, some varying length can be expected depending on the subject. The contractor is further encouraged to design individual modules comprising of multiple shorter, modular 3-5 min segments that focus on specific learning objectives (in line with Adult Learning Theory).

Question 7: Are there predefined DMVA review timelines for proof of concept, storyboards, and prototypes that we should integrate into our proposed schedule?

Answer: There are no predefined DMVA timelines. However, the SOW/RFP (p. 19) outlines an expected review time of:

- a) 10 days for POC
- b) 30 days for Storyboard
- c) 30-60 days for prototypes

Timelines integrated in the contractor's proposed schedule should generally be in line with these timelines, but some minor/justified deviation may be acceptable.

Question 8: How should pricing be structured? As a total fixed price for all deliverables, or broken down (e.g., cost per module, per hour of training content, or per deliverable)?

Answer:

We propose a tiered pricing model that considers the complexity of the content and deliverables, allowing for a flexible and transparent approach. This approach will provide a clear and transparent pricing model that reflects the effort and resources required for each level of e-learning content, while maintaining flexibility for customization.

- Tier 1: Basic content - fixed price per module.
 - This tier encompasses modules with relatively straightforward, knowledge-based content, requiring limited interactivity and multimedia elements. Modules include standard text with some images, basic quizzes, and simple narration, such as a converted PowerPoint presentation. Tier 1 would be a fixed price per module based on an estimated number of learning hours (e.g., a 20-minute module).
- Tier 2: Intermediate content - per minute of training content with itemized costs
 - This tier includes modules with more interactive elements, graphics, or animations to enhance engagement. It may involve professional narration, interactive simulations, drag-and-drop exercises, or scenarios.
- Tier 3: Advanced content - custom quote based on deliverables and complexity
 - This tier would include the most complex featuring custom video footage, advanced animations, gamification elements, or branching simulations that lead to multiple paths based on learner decisions.

Given the highly customized nature of these modules, a custom quote based on a detailed breakdown of deliverables should be provided. This allows for thorough analysis of all required resources and expertise, including the cost of video production (filming, editing), specialized animation, and the time required for developing and integrating advanced interactive elements.

Alternatively, pricing could be structured using base pricing per module with additional “a la carte” add-on features that can be selected for each module. Pricing will depend on the deliverable. Add-on features will generally be priced per deliverable, except for video (\$ per minute). These features may include, but are not limited to:

1. Interactive elements (e.g. graphics)
2. Video (cost per minute)
3. Animations
4. Scenarios
5. Interactive simulations
6. Drag and drop exercises
7. Intermittent quizzing/testing/knowledge checks
8. Professional narration

Question 9: Is the Alaska business license required prior to the award for out-of-state vendors or is it required upon notice of award?

Answer: Per AS 36.30.110 (b), a valid Alaska business license is required only up until the time of contract award.

Question 10: Is there a deadline for submitting questions?

Answer: Please submit your questions no later than COB August 28, 2025.

Question 11: Would it be ok for us to include 3-4 people in the teleconference?

Answer: Yes, that is acceptable.

-END OF AMENDMENT 1-