

STATE OF ALASKA

Department of Military and Veterans Affairs
Division of Administrative Services



ENVIRONMENTAL COMPLIANCE E-LEARNING MODULES DESIGN

RFP 260000004

Amendment #2

August 20, 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.

Jannah Cayetano

Jannah Cayetano

Procurement Specialist 3

Phone: (907) 428-7222

Email: MvaDasProcurement@alaska.gov

COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the state:

Question 1: Is it possible to consider an extension to the RFP for vendors, provided Monday Sept 1 is a holiday?

Answer: Due to the time constraints of the Federal Year close-out, we are unable to extend the deadline.

Question 2: Is there a Q and A period, do we submit our questions to this email address and is there a due date for questions please. Will all vendor questions be released?

Answer: Please submit your questions no later than COB August 28, 2025 via email to MvaDasProcurement@alaska.gov. Questions from vendors will be answered in a form of an Amendment to the solicitation.

Question 3: In regard to the Alaska Business Registration requirement - is this a physical mailed in process? Or can this be completed on the internet? We do not currently have a license.

Answer: An electronic copy of the Alaska Business License will suffice. This requirement can be completed online through this link: [New BL Online, Business Licensing, Division of Corporations, Business and Professional Licensing](#). Per AS 36.30.110 (b), a valid Alaska business license is required **only** up until the time of contract award.

Question 4: The RFP indicates two courses (Environmental Awareness and Environmental Officer) totaling 3–5 hours of content, with some modules reused between them. Can you confirm whether the 3–5 hour total refers to only unique, original content or if it includes overlapping/reused modules counted toward that total? Can you provide an estimate of the percentage or number of modules expected to be reused with minimal or no modification?

Answer: The 3-5 hours refer to the core modules listed on p.12-13 of the RFP. Each one of these modules is a stand-alone module with primarily unique content and little to no overlap. The indicated 3-5 hours would therefore be an expected average of 15-25 minutes of unique learning content per module. The PM (ENV Training Manager) will use these modules to create course bundles within the LMS. These course bundles (“Environmental Officer course” or “Environmental Awareness course”) will be used to assign modules based on the position- and location-specific training needs. They would indeed have both unique as well as overlapping modules. For instance, the Environmental Officer course may comprise of modules # 2, 3, 4, 5, 7, 8, 9, 11, and 12, whereas the Environmental Awareness course may comprise of modules # 1, 3, 4, 6, 7, 8, 10, 11, 12. While this may be relevant

information/context for the contractor for a better understanding of the goals and design of the project, it is not the contractor's responsibility to create these course bundles within the LMS.

Question 5: There are multiple references to video in the solicitation, but also to stock footage, etc. What is the expectation with respect to the vendor filming original video content versus reliance on resources provided by the Environmental Section (or licensed by the vendor from COTS sources)?

Answer: While video content could be a potential feature of the e-learning project, we understand that many instructional design companies do not offer this kind of additional service and would have to work with a subcontractor. Filming original content is considered one of many potential features in the module design process and is by no means an expectation or pre-condition for the contract award. If videography is offered by the contractor (or a subcontractor) this should be indicated as a feature in the proposal and should be highlighted in the fee structure. Instead of videography, the contractor may also rely on various other instructional features as indicated in the SOW, including (but not limited to) animations, stock video footage, scenarios, interactive simulations, and/or drag and drop exercises.

Question 6: Has the Environmental Section worked with an instructional design company previously? Is there an incumbent for this project? If there is an incumbent, why has the Environmental Section issued this solicitation? Are there any pain points associated with the incumbent?

Answer: There is no current incumbent for this project. The Environmental Section worked with an instructional design company in 2010 for a CD-ROM training library. This learning content is dated and will not be used for this project. The Environmental Section has also worked with a contractor for a Spill Prevention, Control & Countermeasure (SPCC) Training Video developed in 2005. While this video can be shared with the contractor for reference, this video is dated, and the video footage itself should not be used for this project.

Question 7: If needed, and without a change in proposed cost, can the desired course length be increased once the project has begun?

Answer: Yes, there is some flexibility with the length of final deliverables. Modules are expected to be on average 15-25 minutes long, however there will be some variability (the two introductory modules, for instance, will likely be shorter). During and after the kick-off meeting, the PM will give more information and context for the specific length of each module and these details will also be affected by the selected vendor's services and

capabilities. Generally, it can be expected that there will be some latitude regarding course length so long as the content meets other requirements, such as elaborating specific procedures and meeting regulatory requirements. If the contractor must transparently communicate changes of the length of a module. If a module is expected to be more than 20% longer or shorter from what was previously discussed, this decision must be mutually agreed upon.

Question 8: Does the critical team members section have to include every individual working on the project? Is it okay if there are more than 4 people working on the project?

Answer: This section of Attachment 1: Submittal Form A – Offeror Section of the RFP is now optional for vendors to complete. Vendors are not required to list all project staff or limit the number of names; they may choose to provide only key personnel. This change does not affect how we evaluate proposals or administer the contract.

Question 9: Is it required for the narration/voiceover to be recorded? Can the voiceover be made with a neural or standard text-to-speech synthesis? Note that neural text-to-speech synthesis relies on AI for a more natural speech pattern.

Answer: Contractors are asked to avoid AI generated content and voiceover. The RFP specifies: “Artificial intelligence (AI) technology must be avoided for this contract. The contractor shall only use AI for the generation of training content or audio upon prior explicit approval of the ENV Training Manager.” Depending on format and selected features of the delivered modules, voiceover narration may not be required for all modules. However, voiceover is recommended for some content items. The contractor shall rely on human voice-talent to create voice-over narration.

Question 10: During the course of design and development, will you be able to provide examples of exemplary compliance with environmental policies and regulations as well as past failures and lessons learned that can be used for training purposes?

Answer: Yes, absolutely! The Environmental Section has its own internal tracking system for compliance violations and findings. These findings can be used to identify recurring failures and are a good source, for examples of both, exemplary best practice and non-compliances which can be shared with the vendor. The vendor and the Environmental Section PM (and team members) will work closely together to develop content and will draw from current and past examples relevant to our learners and AKARNG personnel. Pictures of non-compliances and failures as well as best-practice examples will also be available and can be used for the eLearning content.

Question 11: Does the organization regularly conduct after-action reviews (AARs), or similarly, reviews of incidents and incident responses? Would you be able to share some of the findings of those AARs with the vendor?

Answer: The Environmental Section conducts annual compliance assistance visits and uses EPAS (Environmental Performance Assessment Systems) as a system to track, report, and close findings. In addition to findings in our database, a trip report is available for each compliance assistance visit and internal inspection and describes all pertinent compliance issues at a given facility. These reports and relevant findings and pictures can be shared with the vendor.

Question 12: Would the AKARNG team members be willing and available to capture video footage at field sites with guidance from the vendor on specific content if needed for the modules?

Answer: While we do not have a professional videographer on our team, the Environmental Section PM occasionally captures footage for training purposes and has professional camera and audio equipment available. Collaboration of vendor and PM to create custom video footage for the eLearning project would not only be possible but encouraged. If the vendor can coordinate the development of specific video footage with the PM, they are encouraged to clearly articulate this in their proposal, including the vendor's proposed methodology/project management to develop script, story board, provide guidance to the PM, and edit footage to integrate in the project.

Question 13: What other types of eLearning modules are currently available on your LMS? Are there any exemplary/best-in-class modules that you would like to emulate, whether these are offered on your LMS or externally?

Answer: The LMS currently does not have any eLearning modules available except for previously recorded training sessions and some video content. Exemplary modules exist from other National Guard and DoD entities as well as from the National Guard Bureau. Publicly accessible modules can be shared and some modules from a third-party provider might be available by the beginning of the project. However, most of the DoD agency LMS have restricted access, so it will be at the discretion of the agency to provide access to a third-party contractor.

-END OF AMENDMENT 2-