

STATE OF ALASKA

Department of Military and Veterans Affairs
Division of Administrative Services



ENVIRONMENTAL COMPLIANCE E-LEARNING MODULES DESIGN

RFP 260000004

Amendment #4

August 28, 2025

This amendment is being issued to answer questions from interested offerors and make changes to the RFP.

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: We would like to clarify the accessibility requirements for this project. While subtitling and narration are included, could you confirm whether additional elements—such as audio descriptions for videos, subtitles for the deaf and hard of hearing, and alt text for images—are expected to be included in the scope?

Answer: Yes, the project must comply with federal requirements to meet standards of the current version of WCAG (WCAG 2.1 will be the newest version that will be required by April 2026). Audio descriptions for videos, subtitles for the deaf and hard of hearing, and alt text for images should be included.

Question 2: Will DMVA provide the subject matter expertise (SMEs) and core content for each module, or is the contractor expected to source and validate environmental regulation details independently?

Answer: It would be an asset if the vendor specializes in environmental compliance or has an environmental compliance SME on their team. However, it does not disqualify the vendor if this expertise is not offered. DMVA will provide input on the regulatory framework and share internal resources that shall be used as the foundation to build eLearning modules. Collaboration with the DMVA PM and SMEs will be key. A vendor without expertise in environmental compliance must demonstrate experience in working with SMEs in previous projects and should provide a thorough methodology and outline their project management approach in their proposal to describe how they will ensure accuracy and QA. It will be crucial to ensure that content includes correct citations and outlines accurate compliance requirements. The contractor must demonstrate how they will validate environmental regulation details through an internal QA process. All work must be reviewed before delivery. For internal (DMVA) compliance requirements, the vendor will collaborate with the DMVA Environmental Team to ensure delivered work meets all requirements. If issues are found, the vendor is responsible for necessary corrections to meet DMVA expectations.

Question 3: Will DMVA be providing any video footage or field footage, or should we plan for original video production and capture for the modules?

Answer: Original video production would be considered an asset. We have identified video production as one of the items in the proposed pricing structure. The vendor may also work with a subcontractor for videography. Videography would be considered a valuable medium within various possible instructional design approaches for eLearning. It would be considered a strong asset in the methodology which is one of the core evaluation criteria in the weighted

scoring system identified in the RFP. However, the vendor’s ability to capture original video is not a prerequisite. The DMVA PM has the capability to capture field footage, but we do not provide professional videography. Similar questions were addressed in the last amendment. Here are our previous responses:

- i. “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 precondition 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.”
 - ii. “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.”
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Question 4: Will QZC be responsible for uploading the modules to the AKARNG LMS, or is our responsibility limited to delivering SCORM/xAPI-compliant files?

Answer: The vendor’s responsibility is to deliver the SCORM/xAPI compliant files, unless unforeseen issues arise from an incompatible SCORM setting, file size limits or other unforeseen complications. 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 vendor shall provide support to address any potential issues arising during this post-implementation phase. For complications with the LMS itself, the Meridian LMS team offers customer service and technical support and can assist with integration questions.

Question 5: Would it be acceptable if we included content from Chat GPT in these training materials if & after we have reviewed, edited and verified the information? Our paid version of GPT commits to us that they will not keep the information or use it for training purposes.

Answer: Yes, with conditions. AI-generated content may be included only if it is thoroughly reviewed, edited, and verified by human experts. Key considerations and requirements for this contract include:

- i. Accuracy: Errors in AI-generated content can have serious consequences. In our training, we must rely on accuracy as non-compliance with regulations referenced in the training can result in fines and, in the worst case, present risks to soldiers and the environment.
- ii. Alaska-specific context: AKARNG operations are unique due to remote locations, harsh conditions, and logistical challenges. While some of the training narrative can be generic, some of it will differ from other states/industries/organizations and even similar training of the National Guard in other states. Training must reflect these realities and differ from generic or 'lower-48' content. AI generated content may lack context and nuanced understanding which are crucial for this project. Originality and unique insights from our organization should be included to ensure the training content feels engaging and applicable.
- iii. Audio narration for this contract must be generated with human talent, not AI.
- iv. Use of AI must be transparent. This contract does not rule out AI altogether (with exception of audio narration stated above) – rather we request transparency and ask the vendors to disclose their use of AI tools. In the proposal, we ask that vendors explicitly demonstrate their practical experience, depth of knowledge and ability to create original content.

Question 6: Since you are hosting info on your existing LMS, are you still expecting an SOC when we have no servers w/customer data?

Answer: We are not familiar with the term SOC. Could you please provide the acronym breakdown for this?

Question 7: We would greatly appreciate clarification regarding the accessibility requirements for this project. While we understand that standard subtitling and narration are included in the deliverables, could you please confirm whether additional accessibility features are expected? For example, should we plan to include audio descriptions for visually impaired learners, subtitles for the deaf and hard of hearing (SDH), alt text for images, keyboard navigation compatibility, or other similar elements?

Answer: Yes, the project must comply with federal requirements to meet standards of WCAG (WCAG 2.1 will be a federal requirement in April 2026). Audio descriptions for videos, subtitles for the deaf and hard of hearing, and alt text for images should be included.

Question 8: SME Requirement - Regarding Question 4 in Amendment 1 (quoted below), can you please confirm whether we are expected to provide the SME (ENV Program Manager) resumes, or if these positions are Government-provided?

“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.”

Answer: The ENV Program Managers mentioned in Question 4 in Amendment 1 are staff members of the State of Alaska, DMVA Environmental Section team. The vendor is not expected to include resumes of DMVA employees. If the vendor has SMEs on their team or is indirectly relying on other SMEs who are not part of the State of Alaska DMVA staff (e.g. through a subcontractor), resumes of these SMEs should be included.

Question 9: Extension Request - We understand that the Q&As state there will not be an extension. However, we respectfully request reconsideration. Since Q&As remain open until August 28, and with the September 1 holiday falling within this period, the schedule allows very little time to incorporate final responses into the proposal. An extension would help ensure the proposal fully addresses all clarifications.

Answer: Please see change 1 below.

Question 10: I noticed in Section 3.05 (Proposed Payment Procedures) that payment is made after the final delivery and approval. Is there a phase-wise payment structure, or will there be milestone-based payments during project phases?

Answer: The payment schedule will be negotiated upon a contract award and pricing will be agreed upon for each module before DMVA places a delivery order (DO). It is recommended that the payment schedule is aligned with project phases listed in the milestones section of the RFP (p. 19-20) for each module. The final payment will be made once the post-implementation phase has been successfully completed for each module. These phase-wise payments will ensure regular progress payments as work on each module is completed.

Please note that all services are as needed, and the budget amount is an estimate only and does not represent a work commitment. DMVA does not guarantee a minimum or a maximum number of services to be provided or a dollar amount to be spent under any contract resulting from this RFP. Approval or continuation of a contract resulting from this RFP is contingent upon legislative appropriation. The number of modules listed in this RFP are a DMVA estimate and may vary more or less from the quantities purchased. DMVA does not guarantee any minimum or maximum purchase. Orders will be issued throughout the contract period on an as-needed basis.

Question 11: Section 4.08 appears to request sensitive and proprietary company information which may not be necessary for determining cost reasonableness, especially since cost comparisons will be made against competitive proposals.

Answer: Subcontractors must be identified in your proposal if they will perform substantive portions of the work. This information is required to allow the State to make a responsibility determination before award (AS 36.30.360; 2 AAC 12.500). Per SEC 3.10, an offeror's failure to provide this information with their proposal may cause the state to consider their proposal non-responsive and reject it.

Proposals including subcontractor information are kept confidential until the Notice of Intent to Award is issued per AS 36.30.230. Offerors may request portions of their proposals containing trade secrets, proprietary information, or other confidential material be treated as confidential under 2 AAC 12.500 and described more in AS 36.30.230. Vendors must identify and notify the procurement officer of any sections of their proposal they wish to keep confidential. As a best practice, vendors should prepare their own redactions by submitting one complete version of the proposal for evaluation and a separate redacted version for public records requests.

Changes to the RFP:

Change 1: The deadline for proposals is now extended to September 5, 2025, at 2:00 P.M. Alaska Time. Proposals submitted after the deadline will be considered non-responsive and will not be evaluated.

-END OF AMENDMENT 4-