

# STATE OF ALASKA

Department of Military and Veterans Affairs  
Division of Administrative Services



## ENVIRONMENTAL COMPLIANCE E-LEARNING MODULES DESIGN

RFP 260000004

**Amendment #5**

August 29, 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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Procurement Specialist 3

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COMPANY SUBMITTING PROPOSAL

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AUTHORIZED SIGNATURE

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DATE

## Questions submitted by potential offerors and answers from the state:

**Question 1:** In Section 3.08 (Location of Work), are there any restrictions on the percentage of work that can be subcontracted to vendors or performed outside of Alaska?

**Answer:** There are no restrictions for out of State vendors to perform the contract. For out of U.S. employees, a waiver is required. Per AAM 81.015, the vendor must provide justification showing why it would be in the State's best interest to allow work outside the U.S., and why restricting to U.S. providers could be detrimental to our mission.

The scope of work of this contract will not involve sharing any classified information. However, there might be rare instances where Controlled Unclassified Information (CUI) is shared with the vendor. In this case, additional requirements and restrictions may apply. Restricted information that cannot be shared with foreign nationals based outside the U.S. may include CUI related to critical infrastructure, emergency procedures, or information marked as NOFORN (Not Releasable to Foreign Nationals). This determination will be made by the National Guard following the guidelines outlined in DoD Instruction 5200.48.

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**Question 2:** For pricing purposes, do you have an estimate of the percentage of the overall program that would apply to each tier?

**Answer:** If we understand this question correctly, are you asking about the desired complexity and features (identified in the 3-tier pricing model) of the overall project or individual modules? Generally, we can advise the following: Modules 1 and 2 are the most basic and would likely be Tier 1 deliverables. Most (if not all) other modules would ideally be tier 2 or tier 3. They might include some basic features, such as narrated 'presentation-style' slides, but they should also include more advanced features (examples may include whiteboard animations, drag and drop exercises, scenarios, video or other creative features). The specific percentage depends on the vendor's capabilities and services offered. We are not looking for a single right answer, we're interested in seeing the creative approaches you might come up with.

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**Question 3:** Given the expectation of competition and the state's intent to award a firm fixed price contract, would the state consider it acceptable for Submittal Form G to include fully loaded rates for each personnel, along with estimated hours, percentage of each person's time, other direct costs, and overall totals? Section 4.09 states "Proposed costs must include all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses,

payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit".

**Answer:** Offerors must complete the State's cost schedule (see Change 2 below) exactly as provided. No modifications to structure or format are permitted.

The cost schedule requires the following information:

- Hourly rates for labor categories and optional menu-style add-ons;
- Other Direct Costs (ODCs); and
- Overall pricing totals.

This information is required for evaluation of cost reasonableness only. It will not be used for invoicing or payment purposes and does not alter the firm-fixed-price nature of the contract.

For evaluation, the Proposal Total (Years 1–5) derived from this schedule will serve as the price factor. Supporting detail (e.g., labor hours, averages) is considered informational only and must be presented in full to ensure consistent and transparent comparison across all proposals.

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**Question 4:** In Question 8 of Amendment 1, the government responded with the following for Tier 3 pricing:

"• Tier 3: Advanced content - custom quote based on deliverables and complexity  
o This tier would include the most complex feature of 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"

To enable the government to equally compare offers, would they please provide a specific scenario that all bidders could present a price breakdown for in the "Tier 3: Advanced Content" category? Having common deliverables to compare prices across would remove the need for assumptions and would allow for a direct comparison in evaluation.

**Answer:** The State will not provide a single fixed scenario for Tier 3 pricing. Instead, all offerors must use the revised Cost Proposal form (Submittal Form G) to present Tier 3 pricing in a consistent format. The schedule will require a baseline cost per advanced module, with the fully loaded labor rates, estimated hours, other direct costs, and any a la carte add-ons described in Amendment 1, Question 8. This ensures comparability across proposals while preserving solution flexibility.

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**Question 5:** Do we need to provide sensitive and proprietary company information such as overhead and other indirect costs which may not be necessary for determining cost reasonableness, especially since cost comparisons will be made against competitive proposals. This question is not in reference to subcontracting.

**Answer:** Questions related to proprietary or confidential information were addressed in Amendment 4, question 11. Which specified the following:

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 receipt of questions has been extended to **September 3, 2025**, COB.

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**Change 2:** Offerors must use the updated Submittal Form G located on page 6 & 7 of this Amendment. Offerors that fail to complete this submittal form shall be considered non-responsive and their proposals rejected.

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## Submittal Form G - RFP 2600000004

Rates provided should be all-inclusive of costs associated to meet the requirements as described within this RFP for each service.

Description	Unit of Measure	Estimated Quantity	Year 1	Year 2	Year 3	Year 4	Year 5
Tier 1 - Basic Content: Fixed-price module (e.g., 20-minute module), basic topic/content with slides, visuals and knowledge checks, little or no advanced/interactive features with simple, linear navigation	Per Module	1					
Tier 2 - Intermediate Content: Content with moderate interactivity including drag-and-drop exercises, single path simulations, and scenrio-based questions. Features may include demonstrations, basic clickable animations, stock imagery/video.	Per Minute of Final Training Content	1					
Tier 3 - Advanced Content: Highly customizable modules with technical topic, highly interactive, advanced level with complex instructional design and experiential learning including features such as custom produced video, animations, branching simulations, storytelling (see list for suggested add-on features).	Custom Price/Base Cost per Module with add ons	1					
<b>Total</b>							
<b>Bid Total (Sum of Years 1-5)</b>							

The following additional service requests and hourly rates will not be included as part of the bid evaluation due to varying request needs but will be included as additional services rates with an awarded contract. The Average Hourly Rate will be used by the evaluation committee for comparison and reasonableness purposes only and will not be combined with deliverable-based pricing for scoring. The awarded contract will remain firm fixed price, and the Average Hourly Rate will not be separately billed.

Options Add-ons (A La Carte)	Unit of Measure	Year 1	Year 2	Year 3	Year 4	Year 5
Interactive graphics	Per Graphic					
Custom Video	Per Minute					
Animations	Per Animation					
Scenario-Based Learning	Per Simulation					
Drag and drop Exercises	Per Exercise					
Quizzing/Knowledge Checks	Per Quiz					
Professional Narration	Per Minute of Narration					
Position Descriptions	Unit of Measure	Year 1	Year 2	Year 3	Year 4	Year 5
Instructional Design	Per Hour					
Subject Matter Expert	Per Hour					
Multimedia Specialist	Per Hour					
Content Editor	Per Hour					
Project Management	Per Hour					
Voiceover	Per Hour					

## Instructions

IMPORTANT: Offerors must complete the State's cost schedule exactly as provided. No modifications to structure or format are permitted.

The cost schedule requires the following information:

- Hourly rates for labor categories and optional menu-style add-ons;
- Other Direct Costs (ODCs); and
- Overall pricing totals.

This information is required for evaluation of cost reasonableness only. It will not be used for invoicing or payment purposes and does not alter the firm-fixed-price nature of the contract.

For evaluation, the Proposal Total (Years 1–5) derived from this schedule will serve as the price factor. Supporting detail (e.g., labor hours, averages) is considered informational only and must be presented in full to ensure consistent and transparent comparison across all proposals Offerors that fail to complete this submittal form shall be considered non-responsive and their proposals rejected.

The State does not guarantee a minimum or maximum number of services to be provided or dollar amount to be spent under any contract resulting from this RFP.

Company Name

Company Address

Typed Name of Authorized Representative

Date