

# STATE OF ALASKA



## REQUEST FOR PROPOSALS

### AMENDMENT NUMBER: ONE

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED:** 9/25/2025

RFP Number:	2026-0200-0065		
RFP Short Title:	Travel Management Services		
Proposal Due Date:	October 14, 2025	Time Due:	4:00 PM AKST

**RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:**

Department of	Administration		
Division of	Shared Services		
Attn:	Brooke Cashion, Deputy Chief Procurement Officer		
Address	515 E Dahlia Ave, Suite 140		
Phone: 907-269-0576	Email: <a href="mailto:doa.oppm.procurement@alaska.gov">doa.oppm.procurement@alaska.gov</a>		
City: Palmer	State: Alaska	Zip: 99645	

**This is a mandatory return Amendment:** 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.

**Issuing Office:**

Procurement Officer: Brooke Cashion	Title: Deputy Chief Procurement Officer
Signature: 	Date: 9/25/2025

**Offering Entity:**

Name of Business:	
Offeror Name:	Title:
Offeror Signature:	Date:

(Continued on the following page)

***The following questions have been posed by the vendor community. Please see below for the States' answers.***

**Question 1:** We understand there are multiple online booking tools in use by either the Government Agencies or Universities. Additionally, [Redacted] has its own proprietary online booking tool that could potentially be utilized. Are we able to add additional line items to the excel form in order to delineate the different online booking tools and their associated price?

**Answer 1:** The state anticipates that Offerors who propose multiple solutions or tools will designate fees for the primary tool (i.e. the Executive Travel Office tool) under "State-Funded Travel: Executive Branch" item (a) and that any additional or secondary tool(s) would be included in the fee under "State-Funded Travel: Other Services" item (c). However, in an effort to clarify that the state does not wish to impose a limit on the number, type, or provider of secondary tool(s), Submittal Form G – Cost Proposal Form has been revised as below. Offerors are encouraged to propose a single fee for any online booking tool other than their primary offering under item (c) of "State-Funded Travel: Other Services."

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The following changes/additions are hereby incorporated into this RFP:

**Change 1:** On the Cost Proposal tab of Submittal Form G, line item (c) under "State-Funded Travel: Other Services" is revised to read: *(c) Other Booking Tool Fee (U of A, and other entities) [revised 9.25.25].*

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**Change 2:** On the Cost Proposal tab of Submittal Form G, units which were inadvertently omitted from "State-Funded Travel: Other Services" have been added.

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**Change 3:** On the Executive Travel Definitions tab of Submittal Form G, "Other Services" item (c)'s definition has been revised to read: *"Fee for travel booked by the University of Alaska or other entities using an alternate online booking system other than the primary booking tool proposed by Offeror. Examples include Concur, used currently by the University of Alaska. All other services remain the same as defined for Executive Branch travel. [revised 9.25.25]"*

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**IMPORTANT NOTE:** The revised version of Submittal Form G – Cost Proposal Form has been retitled "RFP 2026-0200-0065 – Submittal Form G (Cost Proposal) Rev1 9.25.25". Offerors MUST submit their pricing on this version of the form or their proposal shall be rejected as non-responsive.