

# STATE OF ALASKA



## REQUEST FOR PROPOSALS

### AMENDMENT NUMBER: THREE

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED:** 10/7/2025


RFP Number:	2026-0200-0065		
RFP Short Title:	Travel Management Services		
Proposal Due Date:	October 20, 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: 10/7/2025

**Offering Entity:**

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

(Continued on the following page)

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

**Question 1: Who issues the State's p-cards?**

**Answer 1:** The state contracts with US Bank for its p-card program.

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**Question 2: Are you asking if we send level 3 data with our transactions that would then be exposed on their card transaction portal or are you expecting we provide a report of their transactions with the level 3 data? (In regards to question 4 page 21)?**

**Answer 2:** This requirement has been removed; see below.

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

**Change 1:** RFP Section 1.03 "Deadline for Receipt of Proposals" is revised to read:  
"Proposals must be received no later than 4:00 PM prevailing Alaska Time on **Monday, October 20, 2025** as indicated by email timestamp; late proposals will not be considered."

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**Change 2:** RFP Section 1.12 "RFP Schedule" is revised to read:

ACTIVITY	TIME	DATE
Issue Date / RFP Released	NA	9/10/2025
Pre-Proposal Teleconference	10:00AM	10/2/2025
Deadline for Receipt of Proposals / Proposal Due Date	4:00PM	10/20/2025
Initial Proposal Evaluation Meeting (approximately)	NA	10/23/2025
Interviews (approximately week of)	NA	10/27/2025
Proposal Evaluations Complete (approximately)	NA	11/7/2025
Negotiations (approximately week of)	NA	11/10/2025
Notice of Intent to Award (approximately)	NA	11/13/2025
Contract Issued	NA	11/24/2025

The due date for submissions is hereby extended to **4 PM Alaska Time on October 20, 2025** and all subsequent schedule items adjusted accordingly.

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**Change 3:** RFP Section 3.03 "Contract Term and Work Schedule" is revised to reflect the anticipated contract award date of approximately November 24, 2025.

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**Change 4:** RFP Section 3.06 "General Requirements" **Sub-Section B: Medicaid Recipient Travel Requirements** is revised to add item 8:  
"Travel for a Medicaid recipient may be approved up to 1 year in advance of the travel date. The contractor must allow the Medicaid recipient to make reservations up to 1 year

in advance once the travel is authorized. Scheduling a flight up to 1 year in advance is dependent on the air carrier booking availability for the requested flight.”

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**Change 5:** RFP Section 3.06 “General Requirements” Sub-Section G: Travel Data and Organization Requirements is revised to remove item 4:  
~~4. All reporting must support and include “Level 3” data from the credit card providers.~~

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**Change 6:** RFP Section 3.08 “Proposed Payment Procedures” Item 1 is revised to add:  
“Medicaid recipients may book flights up to one (1) year in advance of the travel date.”

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**Change 7:** The Cost Proposal tab of Submittal Form G (Cost Proposal) is revised to add additional items: In **State-Funded Travel: Executive Branch**, “Initial Trip – Full Agent Assisted (Car/Hotel Only)” and in **State-Funded Travel: Other Services**, “Virtual Charge Card Authorization.” The definitions are revised on the Executive Travel Definitions tab to reflect these additions.

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**Change 8:** The Medicaid Definitions tab of Submittal Form G (Cost Proposal) is revised to add additional examples.

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**Change 9:** There is an additional mandatory return attachment: The Byrd Anti-Lobbying Amendment Certification.

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