

STATE OF ALASKA

Department of Labor & Workforce
Development
Division of Administrative Services



AVTEC Campus Management System

RFP # 2027-0700-0059

Amendment # 1

8/24/2026

This amendment is being issued to *answer questions from the pre-proposal meeting and to implement 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.

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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the state:

Question 1: Do you have other systems that will integrate with the Campus Management System, such as finance, HR, LMS, Payment Systems, or ERP Systems that need to communicate with?

Answer: ACI, Moodle, Canvas, Microsoft Active Directory

Question 2: Is it a single Campus?

Answer: Yes, there's just one campus/location.

Question 3: In the first submittal form, form A – Offeror Information, certification #5, states: “The offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.” If we have a development team outside the United States that doesn't work on client sites, but works on product improvement, enhancements and bug fixes, should we be answering on true or false? The team doesn't have access to client sites. Is it grounds for disqualification?

Answer: With having a development team outside the United States, the answer should be “False.” It would be grounds for disqualification.

Question 4: On the submittal forms provided, there's section that says special requirements and it must not exceed five pages, but in the RFP in a different area it says, must not exceed 7 pages. Is it 5 or 7 pages?

Answer: Reference Section 4.02 Special Formatting Requirements under the Submittal Form – States that maximum page limits is 7 pages. That is the correct maximum number of pages. The submittal forms will be updated to reflect 7 page maximums.

Question 5: On the experiences I noticed you were looking for resumes. We don't provide full resumes, but we could list experiences that we have as a group, but we don't go as far as listing specific individuals. Is that going to cause a problem? We can provide resumes of the team members at that point if we agree to the contract terms but not through the RFP process itself, we don't.

Answer: The contractor shall provide qualified personnel with experience implementing and supporting Software-as-a-Service (SaaS) Student Information Systems. Offerors shall provide a brief summary for each proposed key personnel/resource who will be assigned to the project. Each summary shall identify the individual's proposed role and relevant experience with SaaS Student Information System implementations and related project activities. Full resumes are not required. See revised Section 4.04, page 17 of the RFP.

Question 6 Regarding the number of course enrollments, like 1 student, enrolled into one section of a course, not necessarily total number of students, but actual course enrollments. Do you have that number?

Answer: 2,500 – 3,000

Question 7 How many total number of enrollments do you typically have over a 12-month period? (an enrollment for us is classified as a student enrolled in an instance/section of a course).

Answer: 2,500 – 3,000

Question 8 Is there an LMS that AVTEC is looking to integrate with?

Answer: We're interested in either Moodle or Canvas, or the possibility of both.

Question 9 Will the Pre-Proposal Meeting recording be shared?

Answer: Yes, it will be sent out via email to all potential offerors.

Question 10 What are all the third-party integrations you'd like vendors to include in the Cost Proposal?

Answer: Moodle or Canvas, ACI

Question 11 Is there specific housing functionality feature requirements aside from the Housing capability requirements, highlighted in the Scope of Work section, that AVTEC is evaluating?

Answer: Nothing additional than what was in the original Scope of Work.

Question 12 What grading scale does AVTEC use?

Answer: Please reference Section 5.02 – Evaluation Criteria, page 19 of the RFP. For each qualification criteria, 12.5 points would be the weighting factor for each category; i.e.: 12.5 maximum points for Experience and Qualifications, 12.5 maximum points for Understanding of the Project, 12.5 maximum points for Methodology Used for the Project, 12.5 maximum points for the Management Plan for the Project, 40 maximum points for the Cost Proposal and 10 points for the Alaska Offeror Preference (if applicable). Total possible maximum points – 100.

Question 13 Can you provide a list of the accreditation Reporting and Regulatory Compliance" reports that AVTEC would like the selected vendor to provide and build-out for reporting?

Answer: IPEDS

Question 14 Does AVTEC track clock-hours?

Answer: Yes

Question 15 Would AVTEC prefer to do their own data migration themselves, through Maestro SIS's built-in and out-of-the-box bulk import functionality, if it would save them on cost?

Answer: Yes

Question 16 How many years of historical and existing data is AVTEC looking to migrate, and how large is the Anthology database?

Answer: 50 years of historical data. Database size needed up to 500 GB.

Question 17 What financial aid processor is AVTEC currently using, and would like the SIS to integrate with?

Answer: EDConnect

Question 18 Which SMS-texting integration would AVTEC be interested in integrating with, assuming SMS isn't native to the SIS system (But is available through an integration)?

Answer: We currently do not have one but would be interested in our options. Our current SMS is NOT cloud-based and once we have a cloud-based SMS we would be interested in incorporating an SMS-Texting system.

Question 19 On the submittal forms provided, the "Special Requirements" says it must not exceed 5 pages, but in the RFP requirements it says the "Maximum Page Limits" is 7. Is it 5 or 7?

Answer: It's 7 maximum pages. Please see revised Submittal Forms A-E, attached.

Question 20 In the RFP *Submittal Form A – Offeror Information* it states, "The offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States." If we have team members (not subcontractors), employed by our company, working outside of the U.S. that work on product improvements and bug fixes, but not on client sites/data. Should we answer True or False to that?

Answer: With team members working outside the United States, the answer would be False.

Changes to the RFP:

Change 1: Reference **Section 4.04**, last paragraph of that section, page 17 of the RFP. **Add** the following to the same paragraph: The contractor shall provide qualified personnel with experience implementing and supporting Software-as-a-Service (SaaS) Student Information Systems. Offerors shall provide a brief summary for each proposed key personnel/resource who will be assigned to the project. Each summary shall identify the individual's proposed role and relevant experience with SaaS Student Information System implementations and related project activities. Full resumes are not required.

Change 2: Reference Submittal Forms A-E, **Change** from: SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed five pages to: SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed seven pages.

Change 3: Reference Section 3.03 – Deliverables, last paragraph. **Add** the following language:

The proposed Student Management System and all associated hosting, support, and provided services shall comply with all applicable requirements of IRS Publication 1075, IRC §6103(l)(13), ISP 191, The Higher Education Act, the SAIG agreement, and applicable Education Department security requirements. The vendors proposal will be evaluated in part by their risk assessment performed according to ISP 191.

As part of the RFP response, the bidder shall provide a signed statement of compliance with the above security requirements. Submittal Form G is provided for the offeror's signature. The bidder shall identify any exceptions, limitations, or areas of non-compliance and provide proposed remediation plans and timelines on Submittal Form G.

The SOA Security Plan (ISP-162 and ISP-123) will be a required attachment to this proposal. The qualified bidder shall complete and submit the Security Plan as a separate attachment to the proposal. The Department will evaluate the completed Security Plan and conduct a risk assessment in accordance with ISP-191 prior to proposal evaluations. If the proposal passes the Security Plan/Risk Assessment, it will then proceed to be evaluated in accordance with the evaluation criteria detailed in Section 4.03 through 4.08.

All data entered into, generated by, or maintained within the system on behalf of the State of Alaska shall remain the sole property of the State. The Contractor shall not retain or use State data after contract expiration or termination except as required by law or expressly authorized by the State.

Change 4: Reference Section 1.11 – RFP Schedule. **Change** Deadline for Receipt of Proposals / Proposal Due Date to 2:00 pm, September 9, 2026. **Replace** the RFP Schedule with the following:

ACTIVITY	TIME	DATE
Issue Date / RFP Released	2:00 pm	08/7/2026
Pre-Proposal Conference	2:00 pm	8/18/2026
Deadline for Questions	2:00 pm	8/20/2026
Deadline for Receipt of Proposals / Proposal Due Date	2:00 pm	9/9/2026
Proposal Evaluations Complete (estimate)	2:00 pm	9/14/2026
Notice of Intent to Award	2:00 pm	9/16/2026
Contract Issued	2:00 pm	10/01/2026

Change 5: Reference Section 1.03 – Deadline for Receipt of Proposals. **Change** *proposal due date* to no later than 2:00 pm prevailing Alaska Standard time on Wednesday, September 9, 2026.

Change 6: **Add** Submittal Form G to Section 7.1 Attachments – Security Requirements signature page. Additionally, add the SOA System Security Plan to Section 7.1.

Change 7: **Change** Offeror's checklist. **Add** Submittal Form G – Security Requirements signature page and the SOA System Security Plan.

Change 8: **Add** under Section 1.04 – Prior Experience and Compliance, All potential Offerors must complete the SOA Security Plan (ISP-162 and ISP-123, attached). The qualified bidder shall complete and submit the Security Plan as a separate attachment to the proposal. The Department will evaluate the completed Security Plan and conduct a risk assessment in accordance with ISP-191 prior to proposal evaluations. If the proposal passes the Security Plan/Risk Assessment, it will then proceed to be evaluated in accordance with the evaluation criteria.

Change 9: **Change** Section 3.06 – Location of Work, **delete:** If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Add: All Services required under this Contract shall be performed within the United States or its territories. The Contractor shall not perform, and shall not permit any subcontractor, consultant, affiliate, parent company, subsidiary, or other third party performing Services on the Contractor's behalf to perform, any portion of the Services outside the United States or its territories.

This requirement applies to all Services performed under the Contract, including remote, administrative, technical, support, maintenance, hosting, and other services provided in connection with the Contract. The Contractor shall identify in its proposal the location(s) from which the Services will be performed and all subcontractors, affiliates, or other third parties proposed to perform Services under the Contract.

The Contractor shall remain responsible for compliance with this requirement throughout the term of the Contract and shall not transfer or delegate performance of any portion of the Services to an entity or individual located outside the United States or its territories.

Change 10: Reference 4.02 – Special Formatting Requirements. **Add** Submittal Form G and SOA Security Plan (ISP-162 and ISP-123 – submit as a separate document). **Replace** the table with the following:

Submittal Form	Maximum Page Limits
Submittal Form A – Offeror Information and Certifications	
Submittal Form B – Experience and Qualifications	7
Submittal Form C – Understanding of the Project	7
Submittal Form D – Methodology Used for the Project	7
Submittal Form E – Management Plan for the Project	7
Submittal Form F – Cost Proposal (Note* use your own formatting)	
Submittal Form G – Security Requirements Signature Page	
SOA Security Plan (ISP-162 and ISP-123 – submit as a separate document)	

Change 11: Add the following language to Section 1.04 – Prior Experience and Compliance:

Minimum Requirement # 3: All potential Offerors must complete the SOA Security Plan (ISP-162 and ISP-123, attached). The qualified bidder shall complete and submit the Security Plan as a separate attachment to the proposal. The Department will evaluate the completed Security Plan and conduct a risk assessment in accordance with ISP-191 prior to proposal evaluations. If the proposal passes the Security Plan/Risk Assessment, it will then proceed to be evaluated in accordance with the evaluation criteria.

Change 12: Reference Section 3.10 and 3.11 – Indemnity and Insurance Requirements. **Replace** with Appendix B3, attached and as below:

APPENDIX B3 - INDEMNITY AND INSURANCE

Article 1. Indemnification

The contractor shall indemnify, hold harmless, and defend the State of Alaska from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the State of Alaska for a claim for, or liability for, the independent negligence of the State of Alaska. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the State of Alaska, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. “Contractor” and “State of Alaska”, as used within this and the following article, include the employees, agents, and other contractors who are directly responsible, respectively, to each. The term “independent negligence” is negligence other than in the State of Alaska’s selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor’s work.

Article 2. Insurance

Without limiting the contractor’s indemnification, it is agreed that the contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor’s policy contains higher limits, the State of Alaska shall be entitled to coverage to the extent of such higher limits.

Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. If the insurer does not notify the State of Alaska on policy cancellation it shall be the contractor’s responsibility to notify the State of Alaska of such cancellation.

Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor’s services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21. All policies for general liability shall be primary and non-contributing with any insurance that may be carried by the State of Alaska.

The contractor shall require and verify that all subcontractors maintain insurance meeting all requirements stated herein, and contractor shall ensure that the State is an additional insured on insurance required from subcontractors.

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Effective Date: 8.21.26 Form: APP-3

Policies written on a “claims-made” basis must have a two (2) year tail of coverage, or an unbroken continuation of coverage for two (2) years from the completion of the contract requirements.

2.1 Workers’ Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and Employers Liability with limits of at least \$1,000,000. Also, where applicable, the contractor shall provide and maintain any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State of Alaska.

2.2 Commercial General Liability Insurance including:

\$2,000,000 General Aggregate

\$2,000,000 Products/Completed Operations

\$1,000,000 Personal & Advertising Injury

\$1,000,000 Each Occurrence

\$ 5,000 Medical Payments

The policy must name the State of Alaska as an “additional insured” and the actual policy endorsement shall accompany each Certificate of Insurance. The policy shall be endorsed to waive all rights of subrogation against the State of Alaska by reason of any payment made for claims under this coverage. This policy endorsement shall accompany each Certificate of Insurance

2.3 Commercial Automobile Liability Insurance: covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$1,000,000 combined single limit per claim, to include: owned, hired, and non-owned. The policy must name the State of Alaska as an “additional insured” and the actual policy endorsement shall accompany each Certificate of Insurance. The policy shall be endorsed to waive all rights of subrogation against the State of Alaska by reason of any payment made for claims under this coverage. This policy endorsement shall accompany each Certificate of Insurance.

2.4 Cyber/Privacy Liability Insurance with limits not less than **\$5,000,000**. The Cyber Coverage shall include, but not be limited to, first-party coverage (data restoration, business interruption, forensic investigation, and crisis management), third-party coverage (regulatory fines, legal defense costs, and media liability), cyber extortion/ransomware (ransom payments and negotiation services), data theft, and privacy and notification (HIPAA violations, breach notification expenses, credit monitoring, and

compliance with state and federal laws). Vendor shall maintain continuous coverage for the duration of the agreement and for 2 years following termination.

2.5 Professional Liability Insurance: covering all errors, omissions or negligent acts in the performance of professional services under this agreement. Limits required per the following schedule:

State of Alaska Department of Administration Office of Procurement and Property Management Effective Date: 8.21.26 Form: APP-3 Contract Amount	Minimum Required Limits
Under \$100,00.00	\$300,000.00 per Claim / Annual Aggregate
\$100,000.00 to \$499,999.00	\$500,000.00 per Claim / Annual Aggregate
\$500,000.00 to \$999,999.00	\$1,000,000.00 per Claim / Annual Aggregate
\$1,000,000.00 and over	Refer to Risk Management