Request for Information

*Revised February 2024*

State of Alaska

Department of \_\_\_

Division of \_\_\_

**Date Issued:**

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**TITLE of the project**

***Introduction:***

Procurement Officer Note: Provide a brief description of the project and that your department is seeking information from vendors who may offer the products or services in question.

***Background Information:***

Procurement Officer Note: Provide as much background information as possible to provide vendors an understanding of the products or services in question and any other information that would help vendors reasonably determine whether they would be able to provide the products or services.

***Response Information:***

Procurement Officer Note: Provide instructions to vendors that if they believe they can provide the products or services, they should submit a response to the RFI by a certain deadline (make sure it’s at least 10 days from the issue date of the notice), and that the response must include detail on things such as the vendor’s experience and qualifications, the products or services themselves, and why their products or services will work for the state. Make sure to list your contact information and include instructions on how to submit a response to the RFI via email or hard copy.

Also make sure to state that the RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services.

***Procurement Officer contact information:***

Interested parties must submit a written response by \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, at \_\_\_\_ p.m. AKST. Responses may be sent by U.S. mail or E-mail to the addresses listed below.

All questions must be directed to the person listed below writing via email.

Department of \_\_\_\_

Attention: \_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_

***Notice to Vendors:***

Pursuant to [Administrative Order 352](https://gov.alaska.gov/admin-orders/administrative-order-no-352/), (a) any person or business determined to support or participate in a boycott of the State of Israel will be disqualified from any procurement related to this Request for Information; and (b) the support of or participation in a boycott of the State of Israel by a person or business contracting with the State of Alaska under AS 36.30 constitutes grounds for termination of the contract.

[Administrative Order 352](https://gov.alaska.gov/admin-orders/administrative-order-no-352/) does not apply to a contract if the person or business has fewer than 10 employees; or the amount to be paid under the contract, excluding renewals and options available under the contract, is less than $100,000.