

**STATE OF ALASKA RFP NUMBER 2009-0200-8355
AMENDMENT NUMBER ONE**

RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:



Department of Administration
Division of Admin Services
PO Box 110208
Juneau, Alaska 99811-0208

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: March 31, 2009

RFP TITLE: Human Resources Structure Consultant

DEADLINE FOR RECEIPT OF PROPOSALS: 1:30pm, Alaska Time, April 7, 2009

The State does not require this amendment to be signed and returned with proposals.

This Amendment is issued to answer questions asked to date:

Question 1: What is the State's preferred method of communication regarding registering of interested parties?

Answer 1: Please email the procurement officer to register as an interested party at: staci.augustus@alaska.gov

Question 2: The timeframe of the contract appears relatively aggressive, is there something driving the schedule?

Answer 2: No, the schedule was our best guess, but is not a firm length of time. Offerors are encouraged to address the schedule in their proposal.

Question 3: Section 2.08-Is there a way for taking into account public sector professionals who served as corporate officers in the area of administrative services or is it primarily consulting experience you're looking for?

Answer 3: No, the State of Alaska requires consulting experience to meet the minimum experience requirements in Section 2.08.

Question 4: Section 3.09-regarding the proposed payment schedule, would the State be willing to modify the payment schedule to three payments?

Answer 4: Yes, with this Amendment, the State agrees to modify the payment schedule to three payments:

- 25% upon contract signature
- 50% upon delivery of the Preliminary Report
- 25% upon delivery and presentation (2 presentations) of Final Report

Question 5: Section 4-Who originally made the decision to move to a centralized HR model?

Answer 5: The previous administration of Governor Murkowski.

Question 6: Section 4-Why is there still resistance today?

STATE OF ALASKA RFP NUMBER 2009-0200-8355

AMENDMENT NUMBER ONE

Answer 6: The goals of decentralizing included increased efficiencies and consistency in practice-there are positives and negatives in centralizing. The departments have frequently expressed that they don't have HR staff that really understand their business. There also may still be some unhappiness at the way it was implemented and there are times they feel things would be done more efficiently from within their agencies.

Question 7: To what extent has DOP done its own analysis regarding what the State of Alaska may consider to be leading industry practices as it pertains to customer satisfaction?

Answer 7: DOP has not performed any analysis on its own.

Question 8: Is it central HR's sense that there are shadow organizations that have been established within agencies to take on HR responsibilities?

Answer 8: No, DOP does not believe that this has happened

Question 9: Are you looking for process analysis to identify activities that may be performed centrally that are also being done on a decentralized level?

Answer 9: That is not one of the objectives of this study. DOP does not believe that is happening, however, if during the course of the consultant's work they identify such occurrences, we would certainly want to know, but it's not an expectation.

Question 10: Section 5-Deliverables-it sounds like DOP is expecting a narrative report, are you also expecting an on-site presentation?

Answer 10: Yes, the State expects two on-site presentations. One will be presented to the fourteen administrative services directors and the other to Department of Administration and DOP executives. Costs must include at least one trip to Anchorage and one trip to Juneau during the research portion of the contract, and at least one trip to Juneau for the presentation of the findings as described.

Question 11: Are there external considerations that should be taken into account, for example, has the Administrative Code kept pace with changes in the organization, are there things that could hamper central HR?

Answer 11: Not that would need to be considered for this project.

Question 12: Who is the customer for the final report and outcomes-who would be accountable to do something with the recommendations?

Answer 12: The Commissioner of the Department of Administration, Annette Kreitzer.

Question 13: Please provide a listing of all pre-proposal attendees.

Answer 13: The following is a list of all pre-proposal attendees:

- Nicki Neal, State of Alaska
- Dianne Kiesel, State of Alaska
- Staci Augustus, State of Alaska
- John Johns, Schuster Consulting
- Sue Shea, Hugh
- Bruce Lawson, Fox Lawson
- Michelle Dahnke, Evergreen Solutions
- Ken Millen, Equaterra
- Josh Skinner, Equaterra

STATE OF ALASKA RFP NUMBER 2009-0200-8355
AMENDMENT NUMBER ONE

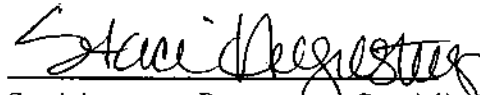
- Jim Fox, Fox Lawson
- Sandy Spellman, Fox Lawson

Clarification #1: At a minimum, the State of Alaska will require the selected consultant to interview each of the administrative directors for the fourteen executive branch agencies, twelve DOP program managers (includes the director and deputy director), and a sampling of DOP operating staff and department (the fourteen departments) operating staff to ensure that a variety of people are spoken to.

Clarification #2: In 6.06 d., delete the words "itemize the total cost and the number of estimated hours for each individual named above." and replace with "provide the % of participation in the project for each individual named above."

With the issuance of this amendment, the State believes it has answered all questions asked to date. Issued with this Amendment One is an updated RFP with strikethrough language showing changes made in Questions and Answers 4 and 10 and Clarification #'s 1 and 2.

All terms and conditions not modified by this amendment remain in full force and effect.



Staci Augustus, Procurement Specialist V

Phone: (907) 465-5656

TDD: (907) 465-2205

FAX: (907) 465-2194