

# STATE OF ALASKA

Department of Public Safety  
Division of Administrative Services



## PROJECT MANAGER FOR MODERNIZATION INITIATIVE

RFP 2022-1200-5060

### Amendment Three

March 24, 2022

**This amendment is being issued to extend the deadline and address changes made 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. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

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COMPANY SUBMITTING PROPOSAL

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AUTHORIZED SIGNATURE

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DATE

## **Changes to the RFP:**

**Change 1:** The deadline is extended to April 13, 2022 at 4:30 pm Alaska Standard Time. Sec. 1.11 RFP Schedule is amended as follows:

<b>ACTIVITY</b>	<b>DATE</b>
Deadline for Receipt of Proposals / Proposal Due Date	April 13, 2022 @ 4:30 pm
Offeror Demonstrations	The week of April 18, 2022
Proposal Evaluations Complete	The week of April 25, 2022
Notice of Intent to Award	The week of May 2, 2022
Contract Issued	May 16, 2022

**Change 2:** Sec. 1.04 Prior Experience bullet points one and two are amended to read:

- Have a bachelor's degree or higher in Project Management or related field, minimum of 7 years of project management experience in lieu of degree, or have a current a Project Management Professional certification or equivalent.
- Have a minimum of 5 years of experience in managing \$1+ million projects involving complex IT system integrations or mainframe migrations. Two of the five years must be consecutive and on one single project.

**Change 3:** Section 3.01 Scope of Work is amended to read:

The Department of Public Safety (DPS) is seeking the professional services of a Contracted Project Manager (CPM) to oversee the Criminal Justice Information System (CJIS) Modernization project(s) related to DPS's CJIS Modernization Initiative for the duration of the effort to migrate DPS systems off the IBM mainframe, modernize legacy IT systems, and automate manual processes. DPS anticipates this being a five-year effort. The project manager identified in the offeror's proposal **must** be the project manager the offeror will assign for the duration of the project. In the event of an unforeseen circumstance requiring a change in the assigned project manager, the new project manager must meet the experience requirements specified in section 1.04 and approved by DPS.

The CPM is a key role in the process and completion of the CJIS Modernization projects. The primary function of this position is to provide oversight and management of multiple, complex projects simultaneously, while also facilitating the day to day project management duties. The CPM will be leveraged as an adaptable and comprehensive position, must be a critical thinker with strong communication experience. The project manager must be suited for long-term projects.

### **Project Scope:**

- Project management and oversight of identified projects throughout the duration of DPS's CJIS Modernization initiative, including ongoing stakeholder management and problem solving.

### **General Objectives:**

Scope of Work includes the following Tasks (but not limited to):

- Project Management: In coordination with the CPI project manager (PM), define projects, key dates and activities, and report progress throughout the project's life cycle to the DPS Executive Committee.
- Actively communicate with CPI PM and designated partner agency points of contact regarding technical progress and status of the projects schedule.
- Develop an adaptive communication plan to describe how project information will be disseminated throughout each phase of the project.

- Complete semi-annual project grant reports which are due to the CJIS Bureau Chief:
  - January – June (Report due first week in July)
  - July – December (Report due first week in January)
- Complete project status reports as required by the DPS Executive Committee. Ensure progress reports and other supporting documentation is completed in a timely manner.
- Ensure that the projects are executed in accordance with established standards, policies, and procedures.
- Plan, balance resourcing, schedule, and ensure quality of work and consistency across all project phases, and coordinate with contractors and CPI PM.
- Prepare and document budgets and costs, per project, in order to track expenditures and monitor budget compliance.
- Promptly communicate with DPS Executive Committee on any changes in projects' scope of work, budget and timeline, or identified potential crises and devise contingency plans.
- As requested by the DPS Executive Committee, participate in meetings or presentations with contractors, local officials, and any partner agencies as required.
- Actively participate in the close out of completed CJIS Modernization initiative projects.

**Required skills and essential competencies for the project manager:**

- Ability to pass a CJIS background check
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Knowledge of information technology infrastructure, architecture, and standards; quality management metrics; and related tools and artifacts.
- Ability to represent the Department of Public Safety's mission well and be proactive to minimize conflicts, manage stakeholder expectations, and change order issues in order to minimize or eliminate risk.
- Excellent work ethic and the ability to effectively manage competing priorities in a fast-paced environment.
- Perform all assigned tasks with little to no direct supervision.
- Strong organizational and management skills.
- High attention to detail.
- Effective verbal and written communication skills.
- Intermediate skill level in Microsoft Teams, Visio, Word, Excel, Project, and Outlook.

**Desired project manager experience:**

- Working in a law enforcement environment.
- Working with Criminal Justice Information Services (CJIS) systems.
- Working with law enforcement interfacing such as message switches, NCIC, and Nlets.
- Working with migrating and modernizing legacy mainframe systems.
- Working with Computer Projects of Illinois (CPI) or OpenFox suite of products.
- Other certifications or demonstrated experience in problem solving, corporate communication, or risk management.
- Collaborating with multiple agencies to improve information sharing.

**Change 4:** Section 3.07 Location of Work, paragraph one is amended to read:

The location(s) the work is to be performed, completed and managed is the contractor's place of business, however, the state will also provide workspace for the contractor in Anchorage, Alaska at the DPS Headquarters building at 5700 E. Tudor Road, Anchorage, Alaska 99507. Virtual work is acceptable as long as the contractor is available on-site as-needed. While on-site work is preferred, the contractor shall identify in their proposal the estimated percentage of on-site and remote work best suited for the contractor. The state reserves the right to require on-site presence for critical stages and meetings on a pre-arranged basis. Vendors shall plan to be on-site for no less than 20% over the duration of the contract.

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**Change 5:** Section 4.03 Experience and Qualifications is amended to read:

Offerors must provide detail on the personnel assigned to accomplish the work called for in this RFP, including but not limited to the primary project manager and the offeror's personnel who will provide support for the primary project manager.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract along with their titles and location(s) where work will be performed. This description should also include any back-up project managers known and available if the offered project manager is unable to complete the work, if applicable.

Offerors must also provide a minimum of **three client reference forms** for similar projects the offeror's firm has completed.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form.

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**Change 6:** Section 4.04 Understanding of the Project, paragraph one is amended to read:

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements, complexity, and scope of the project and the project schedule.

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**Change 7:** Section 4.05 Methodology & Management Plan for the Project, paragraph one is amended to read:

Offerors must provide detailed narrative statements that set out the methodology and management plan they intend to employ and illustrate how the methodology and management plan will serve to accomplish the work and meet the state's project schedule. The narrative statements should include examples of communication tools and diverse stakeholder management practices.

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**Change 8:** Section 4.06 Offeror Demonstration is amended to read:

Highest-ranked offerors who submit responsive proposals will be invited to make oral presentations to the Proposal Evaluation Committee the week of April 18, 2022 via the virtual platform of Microsoft Teams.

The selected offerors will have their presentations scored or ranked based on their ability to successfully meet the needs of the contract requirements, successfully demonstrate their product and service, and respond to questions about the solution capabilities.

The offeror representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components. The primary proposed project manager must be present at the demonstration, as well as one representative of the organization who will provide support to the project manager. All the offeror's costs associated with participation in oral discussions and system demonstrations conducted for the ASCLD are the offeror's responsibility.

Demonstrations will be required for all selected offerors in order to be considered responsive. Offerors will be notified individually to schedule demonstration times. A 90-minute time slot will be allotted for each presentation. During the presentation, the offeror will have thirty minutes to present an overview of one recently-completed project with similarities to the project outlined in this RFP. The primary project manager must present on a project they were actively involved with for a minimum of one year. This presentation should include information on how the project manager kept the project aligned with the goals, timeline, and budgets provided, as well as how stakeholder relations played a role in the project.

An additional sixty minutes will be used for questions asked by the Proposal Evaluation Committee. All offerors will be asked the same six questions for the interview. Additional follow-up specific questions may be asked to clarify proposals. The questions will be provided as asked in the demonstration.

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**Change 9:** Sec. 5.04 Experience and Qualifications [evaluating questions] is amended to read:

This portion of the offeror's proposal will be evaluated against the following questions:

***1) Questions regarding the personnel:***

- a) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- b) How extensive is the applicable education and experience of the personnel designated to work on the project, and how much of that experience is similar to the project in this RFP?
- c) Does the primary project manager offered have experience managing long-term projects across multiple stages and with a diverse stakeholder group?

***2) Questions regarding the firm:***

- a) How well has the firm demonstrated experience in successfully completing similar projects on time and within budget?
- b) How is the firm structured to provide support for the primary project manager, and how prepared is the firm to provide additional support should the primary project manager be unable to complete the project?