

STATE OF ALASKA

Department of Administration
Division of Office of Procurement and Property
Management



CONSULTING AND PROJECT MANAGEMENT FOR STATEWIDE INFORMATION TECHNOLOGY AND PROCUREMENT CONSOLIDATIONS

2022-0200-5154

Amendment # Three

May 13, 2022

This amendment is being issued to provide questions and answer and amend 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.

Christine Mash
Procurement Manager
Email: doa.oppm.procurement@alaska.gov

COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the state:

Question 1: Amendment 1 clarifies that the subcontractor limitation applies to each service. The RFP specifies two roles for the IT consolidation and 3 roles for the procurement consolidation. The 20% limitation either requires a larger group of 5 resources assigned to each service or breaking up assignments into part-time roles. Please reconsider increasing the subcontractor limitation to 50%.

Answer 1: See Change #2 below

Question 2: We see that only \$35,000 is available for FY 2022. Does this mean that there will be an initial work authorization for the \$35,000 and a subsequent one starting July 1 for the remaining authorized budget?

Answer 2: Yes, and Yes

Question 3: We understand that both IT Consolidation and Procurement consolidation have planned completion dates of October 2022. Can you provide a status of each effort today and the work remaining for completion?

Answer 3: What has been done (Procurement Consolidation)

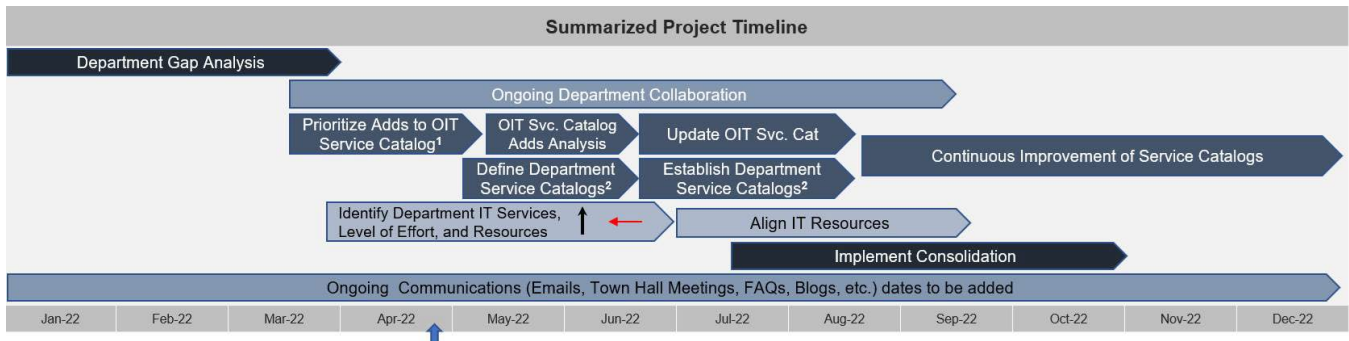
- A project plan and communication plan exist, but they are undergoing some modifications.
- Performed one on one interviews with Departments to identify challenges and successes from the previous effort.
- Future state org chart and a list of positions anticipated to transfer has been developed. The list needs review.

Work that remains (Procurement Consolidation).

- Work with departments to develop current state procurement process maps.
- Identify common processes and disparities.
- Develop SLAs.
- Review list of positions to transfer and ensure duties and responsibilities transferred to DOA align with SLA.
- Develop common process flows by holding a Kaizen event. Identify outliers remaining outside of the common processes.
- The Kaizen will be led by a state employee (six sigma black belt) and the contractor will support that activity.
- Finalize development of training materials based on common process.
- Train procurement staff to be consolidated and administrative staff in departments.
- Establish workflow and security access in the ERP system (IRIS) – This will be done by Division of Finance.
- Consolidate positions.
- Adopt common processes.

IT Consolidation:

The summarized timeline below represents the high-level activities of the project and the current status.



Question 4: Could we get an extension of the due date?

Answer 4: Due to meeting the timeline required to complete the project, the State is not able to extend the due date.

Question 5: On the Kaizen documents, could you clarify the following terms: RQS, MA, Punch Out, UR, DO, RC?

Answer 5:

- RQS- Standard Requisition,
- MA – Master Agreement
- Punch Out- Buying from a catalog contract
- UR – Universal Request
- DO-Delivery Order
- RC-Receiver document

Changes to the RFP:

Change 1: RFP Section 3.02 Scope of Work, Information Technology (IT) Consolidation, **REMOVE** the second sentence from the first paragraph “The offeror shall act as members of the project team and be responsible for providing project management as outlined by the Scope/Statement of Work”.

REPLACE 1: “The offeror shall act as members of the project team and be responsible for limited project management specific to their roles and responsibilities on the team as outlined by the “Scope of Work” and “Deliverables.” Limited project management includes: Working with the Project Manager to establish/update timelines for assigned deliverables, identifying project risks/constraints/assumptions, creating and distributing communications to project stakeholders, and providing weekly status updates to the Project Manager”.

Change 2: RFP Section 3.09 Subcontractors, **REMOVE** Subcontractors may be used to perform up to 20% of the work under this contract.

REPLACE 2: Subcontractors may be used to perform up to **40%** of the work under the contract for each service.