

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 # Four

May 13, 2022

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

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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Procurement Manager
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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the state:

Question 1: The RFP files names reference RFP 2000-0200-5154. The RFP pdf is title RFP 2022-0200-5154. When we submit our response is the assumption we should reference 2022-0200-5154 correct?

Answer 1: The RFP # is 2022-0200-5154. The name reference on the Online Public Notice is corrected.

Question 2: Will the State entertain an Agile project management approach for the OPPM portion of this RFP or is the State agnostic in their preferences?

Answer 2: Yes, Agile can be considered. We are agnostic.

Question 3: Does any documentation exist for the procurement workflows within the departments to assist in analysis of departmental processes?

Answer 3: No, that information is still being gathered.

Question 4: Is the actual implementation of procurement workflows included within the scope of this effort? Or is that a follow-on effort?

Answer 4: The implementation kickoff and some initial activities will be in scope but completing the implementation will likely be following this engagement.

Question 5: In the Scope of Work section (SEC. 3.01), it is mentioned that both IT and Procurement consolidation efforts are to have work completed by Oct 2022, but the duration of the contract schedule (SEC. 3.02) states it will be through Dec 31, 2022. From a proposed staffing standpoint, is the correct assumption that the team needs to be structured to successfully complete deliverables by Oct 2022 even if the contract extends beyond?

Answer 5: Completion of the consolidation by Oct 2022 means processes have been mapped, positions have been moved to DOA, and training and change management have begun. Activities related to the adoption of common processes will continue beyond October.

Question 6: SEC. 3.08

- Can you confirm that the cost proposal should be for professional fees only and exclude travel related costs?
- If the project team was to travel to a central office location (e.g. Seattle) to work together, would travel costs be reimbursed by State of Alaska?
- If the project team is required to travel to Juneau, would State of Alaska be able to provide workspace or would we need to make their own arrangement while on-site in Juneau?

Answer 6:

- See RFP Sec 3.08, Location of Work, third paragraph.
- No. See RFP Sec 3.08, Location of Work.
- Yes, if State requires the offeror to travel to Juneau.

Question 7: SEC 4.02

- There is reference to submittal forms B, C, D, and E being an "Anonymous Document". What does this mean?

- The page limitation is mentioned in narrative form as 5 pages for each service defined in the RFP, while the table may be interpreted differently. Can you confirm if the total maximum pages for IT and Procurement is 5 pages or 20 pages in total across forms B, C, D, and E

Answer 7:

- See Change # 1 below.
- 5 pages for each form (B, C, D and E) for each service, Ex: For IT, Form B, 5 pages, For Procurement, Form B, 5 pages. See Change # 1 below.

Question 8: As part of the evaluation criteria stipulated in **SEC. 5.02**, there is mention of Pass/Fail weighting for subcontractors. Can you further clarify how an offeror would pass or fail this component of the evaluation? Is it directly tied to the maximum 20% use of subcontractors mentioned in the RFP?

Answer 8: The Pass/Fail is based on if the offeror meets the 40% or less requirement. See Amendment 3, Change # 2 for percentage may be use for subcontractor.

Question 9: For the Procurement Consolidation, can you provide a list of the process names and a brief description of each process (including sub-processes) that are in scope to document current state, perform gap analysis against prior Kaizen efforts, and have future state confirmed?

Answer 9: There is no existing documentations of the current processes. Each department has their own process. While there are commonalities between processes as all comply with statutes, there is no standardization. The results of the previous Kaizen effort provide an overview of what the future processes and sub processes will generally look like. Please refer to the RFP attached documents from the Kaizen.

Question 10: Also, could you provide the number and name of departments that will be engaged with throughout process documentation and evaluation efforts?

Answer 10: 14 Departments including:

- Department of Administration,
- Department of Law
- Department of Revenue
- Department of Education and Early Development
- Department of Health
- Department of Family and Community Services
- Department of Labor and Workforce Development
- Department of Commerce, Community and Economic Development
- Department of Fish and Game
- Department of Public Safety
- Department of Environmental Conservation
- Department of Corrections
- Department of Transportation and Public Facilities (non-construction only)
- Department of Natural Resources

The Department of Health and Department of Family and Community Services will be new Departments beginning July 1, 2022 once the bifurcation of the current Department of Health and Social Services is complete.

Question 11: To confirm the proposal submission process mentioned in **SEC. 1.07**, if the size of the email including all attachments (proposal for IT, cost proposal for IT, proposal for Procurement, and cost proposal for Procurement) are less than 20 MB, they can be submitted in a single email? Only if email size exceeds this limit would separate emails for files need to be submitted?

Answer 11: Yes. Please named the pdf documents.

Changes to the RFP:

Change 1: RFP Sec 4.2, Special Formatting Requirements, **REMOVE** the table in its entirety.

REPLACE 1:

Submittal Form	Maximum Page Limits for each form and each service
Submittal Form A – Offeror Information and Certifications	
Submittal Form B – Experience and Qualifications	5
Submittal Form C – Understanding of the Project	5
Submittal Form D – Methodology Used for the Project	5
Submittal Form E – Management Plan for the Project	5
Submittal Form F – Subcontractors	
Submittal Form G – Cost Proposal	
