SECTION 2. BACKGROUND INFORMATION

SEC. 2.01 BACKGROUND INFORMATION

PROCUREMENT OFFICER NOTE: ENTER APPROPRIATE INFORMATION. GIVE THE PROSPECTIVE OFFERORS AS CLEAR A PICTURE AS YOU CAN OF HOW YOU GOT WHERE YOU ARE. THE MORE THEY UNDERSTAND THE BACKGROUND, THE BETTER THEY WILL BE ABLE TO ZERO IN ON WHAT YOU WANT.

In light of the pandemic that Alaska is experiencing, the Governor has requested the Department of Administration (DOA) develop and implement a plan to ensure worker health and safety and continuity of services to the State of Alaska.

The first phase in implementing this Plan is to assess and analyze what the State of Alaska is doing and how we can modify those tasks, services, and business processes so they can best be performed from home offices in a telecommuting environment. This will enable us to disperse, protect, and equip our workforce while also maintaining government services.

Outcomes of Phase 1 include:

• A list of constituent services and employee tasks that can be digitized, prioritized based on the cost/benefit analysis of the reduction in time and costs through increased productivity.

• A list of business processes and tasks that can be automated, prioritized based on the cost/benefit analysis of the reduction in time and costs through increased productivity.

• A plan for what IT and constituent services and channels are to be revised, including how and estimates of efforts to complete.

• A prioritized and sequenced plan for implementing enabling capabilities and technologies, as well as a list of services and tasks for automation with estimated technical needs.

• A revised AAPEX IT plan to incorporate the full set of tools and management capabilities needed to support a pandemic-prepared government.

• A business plan for the overall implementation that includes both costs and estimated savings, as well as recommendations for digital, automation, and remote work opportunities that would be provided to the SOA for possible action/decision.

• A recommended implementation plan for Phase 2. Recommendations for digital, automation, and remote work opportunities.
• Implement necessary change management consistent with SOA change management processes: Manage project, change adoption process, and communications.
• Catalog ongoing, active IT projects in the State

NOTE: Phase 1 is currently underway, with an anticipated end date of July 28, 2020.

The second phase of PPP includes preparing personnel, supervisors and leadership for managing performance, improving outcomes, and recruiting and retaining high performers in a telecommuting workplace environment. This is essential to ensuring the workers of the State of Alaska can operate effectively during a pandemic.