

**TASK ORDER REQUEST FORM**

Complete all applicable sections and e-mail to: [doataskorders@alaska.gov](mailto:doataskorders@alaska.gov)

**REQUESTING AGENCY INFORMATION**

Department: 06 - Health Social Services  
 Division/Section: FMS/Grants & Contracts  
 Billing Contact: Diana Stevens Ph #: 465-1621 E-mail: Diana.stevens@alaska.gov  
 CC / LC: 06-25-9-425/73753

**TASK ORDER INFORMATION**

**Solicitation Type:**  **Best Value**  **Low Price**  
**Cost Type:**  **Fixed Fee**  **Time & Materials: REQUIRED** est # of hours  
**Response Deadline:** 5 days  
*All TOPS Requests will be in circulation for a minimum of 5 business days.*  
 Project Title: Project Coordination  
 Project Manager: Myra Pugh Ph #: 465-3469 E-mail: myra.pugh@alaska.gov  
 Category: 12: IT Project Management  
 Start Date: 8/26/13 Project Estimate: \$70,000  **NTE**  
 End Date: 6/30/14  
 Location of Work: Juneau  **No Preference**

**IT STANDARDS**

All work on any contract awarded as a result of this Task Order must be in compliance with state and federal requirements, including but not limited to the state information technology and telecommunication security policies and Technology Management Council (TMC) standards.

The State telecommunication and information technology security policies can be located at:  
[security.alaska.gov](http://security.alaska.gov)

The TMC standards can be located at:  
[www.state.ak.us/local/akpages/ADMIN/info/plan/standards.shtml](http://www.state.ak.us/local/akpages/ADMIN/info/plan/standards.shtml)

Both can be downloaded by any authenticated state employee.

**DEPARTMENT APPROVAL**

I, Darla Madden, represent that I am authorized to and do bind the Department to this request and certify that this Task Order is in compliance with the Department's IT Plan, the Statewide IT Plan and the IT Standards, and is in the best interest of the state.

## BACKGROUND

Over the past year, Sockeye Business Solutions has been in development of a web based grant management system for DHSS named GEMS. GEMS encompasses all of the administrative functions for grant making in DHSS, from creation of solicitation/document development to fiscal tracking. GEMS will have several hundred internal (departmental) users as well as several hundred external (grantees) users. This task order will focus on managing the project through completion and "Go Live".

## SCOPE / STATEMENT OF WORK

This is a two part project, containing two sets of disciplines; (1) Project Coordination and (2) Training/Media Development.

### Part I:

Project coordination between DHSS/G&C, Sockeye Business Solutions and end users (both internal and external). Grantees will log into GEMS using myAlaska authentication. This phase will include a multiphase roll out that will involve coordination with the all grantees via teleconference and/or webcast as well as group meetings with grantees in Anchorage, Juneau and Fairbanks. The multiphase roll out will include the contractor determining how the rollout is deployed based on various factors (ie. physical location, ISP considerations, staff/grantee availability, etc.) The work in this phase will prepare DHSS for a complete implementation of GEMS during state fiscal year FY14.

### Part II:

Training/Media Development: Part two includes the development of all manuals and training materials on evolving GEMS module.

Manuals include print version:

- User Manual for external users/grantees
- User Manual for Internal Users including: Grant Administrators, Program Managers, Administrative Operations Managers, DHSS leadership (in approval roles) and Proposal Evaluation Committee members

Training component Includes:

- Assist G&C staff with a Train the Trainer approach.
- Limited training with grantees, DHSS grant administrators and DHSS program managers

## SPECIAL EXPERTISE & EXPERIENCE

Experience in project coordination/management

Experience in development of presentation materials (ie Power Point)

Excellent communication skills: Ability to communicate with diverse group of end users (both technical and non-technical groups with varying degrees of expertise)

Experience in developing web application user manuals

Knowledge of or experience with DHSS grant making process is desired.

## SPECIAL CONSIDERATIONS OR CONSTRAINTS

Developing training material for a system that is in development (a staggered approach ie; one chapter at a time)

Work with a third party developer and the need for triangular coordination: G&C, Sockeye, Contractor).

Coordination of many people from all over the state

## TASK ORDER REQUEST FORM INSTRUCTIONS

### HEADER INFORMATION

The Task Order # will be assigned by the Task Order Manager. Please do not otherwise assign your own number to this form.

### REQUESTING AGENCY INFORMATION

Enter agency-specific information as required.

- |    |                   |                                                                                |
|----|-------------------|--------------------------------------------------------------------------------|
| 1. | Department:       | Select your department from the dropdown box.                                  |
| 2. | Division/Section: | Your division and section names.                                               |
| 3. | Billing Contact:  | The name and contact info that invoices related to this Task Order will go to. |
| 4. | CC/LC:            | The collocation/ledger code that the task order will be billed against.        |

### TASK ORDER INFORMATION

Enter information regarding this task order.

- |    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Solicitation Type: | Select which solicitation method to use for this Task Order.<br><br><ul style="list-style-type: none"> <li>- <b>Best Value</b> will be awarded to the responsive and responsible vendor with the most advantageous response, considering project approach and risk assessment, experience and qualifications, Past Performance Information (PPI), and cost. Each of these four evaluation criteria are weighted equally at 25%.</li> <li>- <b>Low Price</b> will be awarded to the responsive and responsible vendor with the lowest price after the price has been reduced by a percentage equal to the vendor's PPI score for evaluation purposes. Response Forms are required under this Solicitation Type.</li> </ul> |
| 2. | Cost Type:         | Flat Fixed Fee or Time & Materials. If Time & Materials, must enter estimated number of hours needed. This will be used by the vendors in their Cost Proposal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3. | Response Deadline: | All TOPS Requests will be circulated for a minimum of 5 business days. This is a minimum and a later date may be entered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4. | Project Manager:   | Enter the agency Project Manager name and phone number. This will be the point of contact for all project-specific inquiries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5. | Category:          | Select the Category number that this Task Order generally falls into. Category definitions can be found at:<br><a href="http://doa.alaska.gov/ets/taskorder/">http://doa.alaska.gov/ets/taskorder/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6. | Start/End Dates:   | Enter the anticipated start and end dates for the Task Order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7. | Project Estimate:  | Enter the estimated cost of the project. If "NTE" (Not to Exceed) is checked, any cost proposals above this amount will be rejected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8. | Location of Work:  | Indicate where work should take place. Check "No Preference" if remote work is allowable. All work must be performed within the United States or Canada.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

### VENDOR SELECTION

ALL TOPS Requests will be submitted to all vendors in the TOPS Vendor Pool.

### DEPARTMENT APPROVAL

Indicate your department's approval (IT, fiscal, and procurement) by entering the final approver's name and checking the box. **It is your agency's responsibility to ensure all internal approvals are obtained prior to submitting this form to the Task Order Manager.** Neither the Task Order Manager nor the Department of Administration assume any responsibility for an agency's failure to obtain proper internal approval.