

TASK ORDER REQUEST FORM

Complete all applicable sections and e-mail to: doataskorders@alaska.gov

REQUESTING AGENCY INFORMATION

Department: 07 - Labor Workforce Development
 Division/Section: Employment Security Division/Unemployment Insurance
 Billing Contact: Leasa Davis Ph #: 465-5942 E-mail: leasa.davis@alaska.gov
 CC / LC: _____

TASK ORDER INFORMATION

Solicitation Type: Best Value Low Price
 Cost Type: Fixed Fee Time & Materials: 1,000 est # of hours
 Response Deadline: 07/26/2013
All TOPS Requests will be in circulation for a minimum of 5 business days.
 Project Title: Work Search Analysis
 Project Manager: Youseph Tanha Ph #: 907-465-6552 E-mail: youseph.tanha@alaska.gov
 Category: 12: IT Project Management
 Start Date: 08/01/2013 Project Estimate: \$120,000 NTE
 End Date: 06/31/2014
 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

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

Both can be downloaded by any authenticated state employee.

DEPARTMENT APPROVAL

I, Paul Hegg, 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

The Department of Labor (DOL) provides a suite of work search web based tools for unemployment recipients and tax filers. These tools provide State of Alaska residents with the ability to search for available jobs within our state.

Problem Statement:

The requirements for being an unemployment recipient is changing to two work searches per week. DOL is in need of an analyst to review our system and document the scope of work required to update the systems to adhere to the new unemployment requirement.

SCOPE / STATEMENT OF WORK

DOL requires that the vendor to review and understand our system and provide a scope of work document that will detail all the requirements needed to increase unemployment work searches to two per week and to help with requirements and testing to migrate several web applications to the states MyAlaska 3 authentication portal. The vendor is expected to work with several staff members from multiple Unemployment Sections in Juneau in order to determine the the requirements for the scopes of work.

The vendor will be expected to provide an analyst capable of working about 1/2 time and in arrangement with the schedules of the Program technical and IT staff. The analysis will need to be on-site in Juneau. This is not negotiable and the inability to do this will disqualify the bidder.

On completion of each scope of work, DOL should have completed requirement analysis documents, testing documents, etc. An individual with ability and willingness provide these artifacts is required.

SPECIAL EXPERTISE & EXPERIENCE

DOL expects the vendor to provide one primary analyst who can familiarize themselves with Labor requirements gathering and testing processes. The analyst should be an expert in documentation and analyzing and testing applications. He/She must also possess excellent communication skills.

Familiarity with the DOL requirements gather and testing process is a plus as it allow the individual to become productive more quickly.

Familiarity working in a Microsoft .NET and web environment is a requirement - the learning curve would be to great for this small a contract.

Familiarity with MyAlaska 2 and MyAlaska 3 are a plus as both with be touched in the various projects.

Familiarity with Team Foundation Server is a plus as it is how we store our intellectual effort such as requirements, bugs found in testing, prioritized enhancements, etc.

SPECIAL CONSIDERATIONS OR CONSTRAINTS

Some scheduling around department staff availability may be needed.

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.

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|----|-------------------|--|
| 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.

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| 1. | Solicitation Type: | Select which solicitation method to use for this Task Order. |
| | - | Best Value 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%. |
| | - | Low Price 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. |
| 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:
http://doa.alaska.gov/ets/taskorder/ |
| 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.

STATE OF ALASKA

AUTHORITY TO SEEK PROFESSIONAL SERVICES

1. Agency Reference Number
2. Date Required for Service Execution

If required by the State Administrative Manual, this form must be executed prior to seeking PROFESSIONAL SERVICES CONTRACTS. The completed form must be part of the contract file.

3. Department Labor	Dept. No. 07	4. Division Unemployment Insurance	Division No.
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5. Service Code(s)	6. Name of Program, Project or Service Work Search Analysis	7. Statutory Authority (If Applicable) n/a
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8. Amount this ASPS \$ 120,000	9. Last Total ASPS Amount \$	10. Total Estimated Amount for Project Completion \$
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11. Total Projected Period of Performance (Include All Multi-Year Phases and Optional Renewals) From: 8/1/2013 To: 6/31/2014	
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12. Phase(s) N/A

13. Project Director's Name Leasa Davis	Phone 907.465.5942	14. Preparer's Name Youseph Tanha	Phone 907.465.6552
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15. Purpose(s) of Contract (Continue on Additional Pages if Necessary)
<p>Division of Unemployment Insurance needs to implement a new requirement for being an unemployment recipient. The requirement states that the recipient needs to perform and document two work searches per week in order to continue receiving unemployment benefits.</p> <p>To get this task accomplished there is a need for a part-time Analyst to understand our system and provide a scope of work document that will detail all the requirements needed to increase unemployment work searches to two per week and help with requirements and testing to migrate several web applications to the state's MyAlaska 3 authentication portal.</p>
<p>If a solicitation effort other than competitive-sealed proposals or small procurement is anticipated, Form 02-100, Request for Alternate Procurement, must be attached and approved by the Department of Administration prior to proceeding with procurement.</p>

CONTRACTING DEPARTMENT

Approval of this Authority is contingent upon use of the 10% evaluation point and the 5% price based Alaskan vendor preference.

16. Department Head/Authorized Representative Name William Kramer	Signature <i>Bill Kramer</i>
Department Head/Authorized Representative Title ASD Director	Date 7/16/13

AUTHORITY TO SEEK PROFESSIONAL SERVICES (ASPS)

ENTRY DEFINITIONS

1. The number assigned by the contracting agency for tracking, reference, billing, and identification purposes.
2. This is the date in which you require the contractor on board.
3. Department name and number.
4. Division number(s). Division number is the number obtained from the division and mail stop listing.
5. Service codes. Look up the service you are planning to secure on Appendix C. Select the number which most closely describes your required service.
- 6, 7, 8, 9, and 10. Blocks are self-explanatory.
11. Total projected period of performance.
12. This is the number of phases or the number of renewals planned for the Request for Proposals (RFP) and resulting contract this authority shall encompass.
13. The project director's name and telephone number.
14. The name of the preparer of the document and telephone number.
15. Explain purpose of contract in detail. Include as much of the following information as is applicable:
 - a. Project description (what is required of the contractor).
 - b. Why the project is needed.
 - c. Objectives.
 - d. Tangible (measurable) benefits.
 - e. Intangible (unmeasurable) benefits.
 - f. Cost/benefit description.
 - g. Project schedule.
16. Block is self-explanatory.