



THE STATE  
*of* ALASKA  
GOVERNOR MIKE DUNLEAVY

## Department of Administration

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November 25, 2020

The Honorable Zack Fields  
Alaska House of Representatives  
State Capitol, Room 412  
Juneau, Alaska 99801

Re: RFP 2021-0200-4627, RAP 2020-0200-4528, RFP 2020-0200-4381

Dear Representative Fields:

Regarding your request dated October 20, 2020, for additional documentation relating to the RFPs and RAPs listed above and modified on October 26, 2020, we are working to pull the responsive information together. Our goal is to have it completed by January 13, 2021. This request is substantial in volume, and the staff needed to produce records are critical to managing pandemic response efforts, and some of them have been affected by COVID-19. Ensuring worker safety and maintaining continuity of government operations is our utmost priority during this unprecedented time.

The Department of Administration (DOA) statewide contracting office is normally a team of five, but currently has two vacant positions. As with all of DOA, the statewide contracting office's mission is to assist other departments so they can meet their missions. One way that they do this is by lending their contracting officers (CO) to other departments whenever needed. Currently the Department of Education and Early Development's (DEED) procurement manager position is vacant, so the statewide contracting office has one CO managing DEED's procurement.

In addition, between March and July 2020, the statewide contracting office lent one full time CO to the Department of Health & Social Services/Emergency Operation Center (HSS/EOC) to assist with COVID procurement actions. In September, HSS/EOC again requested emergency assistance with COVID procurement however, the department was unable to spare a CO due to existing heavy workloads.

Throughout 2020, DOA has spent approximately 72 hours of time fulfilling inquiries and requests from the Legislature regarding the RFPs, RAPs referenced above, as well as those requested by Barry Jackson/Dermot Cole (which were covered in a Committee hearing). This is equivalent to approximately \$6,661.

Separately, DOA also fulfilled document requests from Barry Jackson/Dermot Cole, relating to the same items as listed above. The procurement office has spent approximately 36 additional hours fulfilling these requests, which is equivalent to approximately \$2,850. Of import is that DOA responded to Jackson/Cole's original, extensive document request with an approximate cost estimate for production; but, instead of agreeing to pay the costs, they divided the request into multiple smaller requests so that they would not have to pay. As a result, DOA absorbed the time and costs of production.

For the October 26, 2020 request submitted by the Committee, DOA estimates it will take up to 74 hours total to fully and accurately provide a response, which equates to \$6,714. This does not include the time the Department of Law will take reviewing and redacting information (e.g., proprietary or non-public information), for which DOA will have to pay. Based on other projects completed by the Department of Law, DOA estimates paying \$4,229 for the review of these records before release.

In order to complete fulfillment of the Committee's most recent document request, DOA may need to hire a temporary non-permanent position to assist in the effort. We estimate the cost of this position to be \$1,097.

Please note, the "All email correspondence between @alvarezandmarsal.com, @gartner.com, @bdo.com, and @asantealliance.com email domains, between Commissioner Tshibaka, Director Lowenstein, Ms. Birk, and Ms. Polk, and any other procurement and DOA staff, from before RFP publication, until December 31st 2019" is expected to include hundreds of emails, if not more.

Respectfully,



Kelly Tshibaka

Commissioner of Administration