

STATE OF ALASKA

AMENDMENT TO PROFESSIONAL SERVICES CONTRACT

1. Agency Contract Number 2021-0200-4640
2. IRIS or DGS Solicitation Number (if used)
3. Optional Renewal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Years remaining _____
4. Agency Unit and Appropriation Code
5. IRIS GAE Number (if used)
6. Amendment No. FOUR

This agreement is between the State of Alaska,			
7. Department of Administration / Commissioner's Office hereafter the State, and			
8. Contractor OrgShakers hereafter the Contractor			
Mailing Address	Street or P.O. Box	City	State ZIP Code
140 E 45th St., 44th Floor		New York	NY 10017
9. Original period of performance FROM: May 7, 2020 TO: July 28, 2020		10. Amended period of performance FROM: May 7, 2020 TO: December 31, 2021	
11. Previous amount of contract to date: \$355,000.00	12. Amount of this amendment: \$367,083.00	13. This amended contract shall not exceed a total of \$722,083.00	
<p>14. In accordance with the provisions of the above referenced contract, the parties to that contract agree that the services to be performed by the contractor under the contract are amended as follows: All other terms and conditions of the contract remain in effect. (Use reverse for continuation of amended provisions if necessary.)</p> <p>This amendment serves to extend the period of performance through December 31, 2021 and increases the contract by \$367,083.00 and amends Appendix C to add additional services and is attached to this amendment.</p> <p>In full consideration of the contractor's performance under and including this amendment, the State shall pay the contractor a new total not to exceed \$722,083.00</p> <p>IN WITNESS WHEREOF the parties hereto have executed this amendment.</p> <p>NOTICE! This amendment has no effect until signed by the head of the contracting agency, procurement officer or designee.</p>			
15. CONTRACTOR		17. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.	
Name of Firm OrgShakers			
Signature of Authorized Representative <i>Lauren Kincaid</i> Date 02/03/2021			
Typed or Printed Name of Authorized Representative Lauren Kincaid			
Title Senior Consultant			
16. CONTRACTING AGENCY		Signature of Head Contracting Agency or Designee Date	
Department/Division Administration / Commissioner's Office		Typed or Printed Name of Authorizing Official Leslie Isaacs	
Signature of Project Director <i>Kelly Tshibaka</i> Date 02/04/2021		Title Director, Division of Administrative Services	
Typed or Printed Name of Project Director Kelly Tshibaka			
Title Commissioner			



Our Understanding of Your Needs

We understand your priorities are to build the State's resiliency and self-sufficiency through embedding the Program Acceleration Office and the PPP Phase 2 related programs and systems introduced in CY2020.

1. Program Acceleration Office

Support the DOA to embed the State of Alaska's Program Acceleration Office (PAO) to enable ongoing, robust program management, visibility of, and engagement with, programs taking place across the State of Alaska.

2. Program Management Support for PPP Phase 2 Programs and Systems: Pathway, AspireAlaska and AlaskaNow

Build the State of Alaska's resiliency by giving SOA's workforce the tools, resources and skills to adjust to the changes that have arisen due to the COVID-19 pandemic. For example, the transition to long-term remote working, leading teams and managing performance remotely, virtual onboarding and remote learning, implementing new technologies, telecommuting and business changes as well as the significant workplace and workflow changes that have arisen.

Specific deliverables include:

- Pathway program
 - Communication planning and messaging for full-scale, phased rollout of the business processes related to the performance management and learning management programs, including remote work aspects.
 - Assist with the creation of video messages, written messaging, communications strategies, stakeholder and investor engagement, etc.
 - Partner with DOPLR and PAO to develop and deliver the communication strategy, including outreach to departments, employees, etc.
 - Project oversight to ensure the rollout plan occurs and meets objectives and goals.
 - Partner with DOPLR to develop and deliver the phased rollout plan for the Pathway program.
 - Integrate with AspireAlaska and AlaskaNow rollout plans to ensure adequate resources and optimize successful implementation.
 - Address remote work impacts and implications for the rollout.
- AspireAlaska
 - Learning Management aspect
 - Partner with DOPLR and Marick Group to develop and deliver rollout plan for CY2021, focusing on virtual learning for state employees and supporting the remote work environment.
 - Work with state departments and Marick Group to migrate department LMS content to AspireAlaska, where feasible



- Communication planning and messaging – in conjunction with Marick Group and PAO
 - Performance Management Aspect
 - Partner with DOPLR and Marick Group to develop and deliver rollout plan for CY2021, focusing on virtual performance management and supporting teleworking employees.
 - Communication planning and messaging – in conjunction with Marick Group and PAO
- AlaskaNow
 - Onboarding
 - Partner with DOPLR to develop and deliver communication plan and rollout plan to other departments, focusing on virtual onboarding and supporting remote work environment.
 - Integrate with AspireAlaska and Pathway to ensure a smooth phased implementation across the enterprise.
 - HR Workflow
 - Partner with DOPLR to develop and deliver communication plan and rollout plan for the HR community and department system users, focusing on virtual business processes and supporting remote work environment.
 - Integrate with AspireAlaska and Pathway to ensure a smooth phase implementation across the enterprise.
- General
 - Assist with training materials and/or job aids, if needed, and other methods required to ensure the Phase 2 systems and business processes can be successfully used in a remote work environment and that users can successfully use the systems and processes, with positive results.



Your Investment

The scope covers projects that have come about both because of the COVID-19 pandemic (PPP related) as well as projects that are unrelated to the pandemic response and costs have been allocated accordingly.

Support provided	Pandemic (PPP) related	Non-PPP related	2021 Fees
Program Acceleration Office (PAO)			
▶ Program communications	\$7,813	\$7,812	\$15,625
▶ Communications support for transformation programs (HR, IT, Procurement)	\$5,078	\$15,235	\$20,313
▶ Communications content for all PAO projects (incl. PPP related)	\$25,000	\$25,000	\$50,000
▶ Programs change management	\$12,500	\$12,500	\$25,000
▶ Program stakeholder management for PPP related projects	\$6,250	\$0	\$6,250
▶ PAO virtual 'vision room'	\$3,125	\$3,125	\$6,250
▶ Program governance framework	\$4,688	\$1,562	\$6,250
▶ Project economics review	\$9,375	\$3,125	\$12,500
▶ Project resourcing review	\$4,688	\$1,562	\$6,250
▶ PAO on-call collaboration / support	\$7,813	\$7,812	\$15,625
▶ Pandemic-driven structure reviews	\$15,235	\$5,078	\$20,313
▶ Knowledge exchange	\$3,125	\$3,125	\$6,250
PAO Fees	\$104,690	\$85,936	\$190,626
Pathway Program Management			
▶ March through June 2021			
- Full time (1.0 FTE) program manager	\$91,520		\$91,520
- Implementation support	\$7,143		\$7,143
▶ July through Dec 2021			
- Part time (0.5 FTE) program manager	\$67,080		\$67,080
- Implementation support	\$10,714		\$10,714
Pathway Program Management Fees	\$176,457		\$176,457
TOTAL Fees	\$281,147	\$85,936	\$367,083

Timeline:

We understand this scope of work needs to be completed before 31 December 2021 – exact project timelines to be agreed.

Additional Support Available:

We continue to be available to the State of Alaska beyond this scope of work. If, through these initiatives, it is identified by the State of Alaska that additional support is required, we can agree additional scope and pricing accordingly.