

HSS - Contract Management Automation System**FY2010 Request: \$472,800****Reference No: 46904****AP/AL:** Appropriation**Project Type:** Information Technology / Systems / Communication**Category:** Health/Human Services**Location:** Statewide**Contact:** Arnold Liebelt**House District:** Statewide (HD 1-40)**Contact Phone:** (907)465-1870**Estimated Project Dates:** 07/01/2009 - 06/30/2014**Brief Summary and Statement of Need:**

To create an information management system for contracts and leases within the Section of Grants and Contracts in the Division of Finance and Management Services.

Funding:	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>Total</u>
Fed Rcpts	\$47,300						\$47,300
G/F Match	\$425,500						\$425,500
Total:	\$472,800	\$0	\$0	\$0	\$0	\$0	\$472,800

<input checked="" type="checkbox"/> State Match Required	<input checked="" type="checkbox"/> One-Time Project	<input type="checkbox"/> Phased - new	<input type="checkbox"/> Phased - underway	<input type="checkbox"/> On-Going
90% = Minimum State Match % Required		<input type="checkbox"/> Amendment	<input type="checkbox"/> Mental Health Bill	

Operating & Maintenance Costs:

	<u>Amount</u>	<u>Staff</u>
Project Development:	206,000	2
Ongoing Operating:	0	0
<u>One-Time Startup:</u>	<u>202,250</u>	
Totals:	408,250	2

Additional Information / Prior Funding History:

This is the first year of the project.

Project Description/Justification:**Information Technology Capital Project Review Form FY2010**

1. Has this project been previously approved? No
2. What is the purpose of the project?

This capital project will create an information management system for contracts and leases, within the Section of Grants and Contracts in the Division of Finance and Management Services. This project will incorporate lease management into the final product for a unified contract/leasing system.

This initiative is intended to streamline the way the Department manages contracts. Currently, a non-compliant database is used to track contracts. There is no way to create contracts in the system, no data safeguards are installed, best practices for database development were not followed, and the system has limited management reporting abilities. The Department's building leases are currently tracked only by a spreadsheet, which has no management reporting capabilities.

The Contracts Section has had to struggle with this sub-optimal system while eGrants was developed. Due to fiscal and personnel resource constraints, it was not possible to develop both

systems simultaneously. Now that eGrants is well established, it is time to address the need for a contract management system.

3. Is this a new systems development project? Yes

The discovery phase of the project is where, through analysis of the business requirements for leasing and contracts, it will be determined whether an off-the-shelf solution, a reconfiguration of the eGrants system, or a system developed in-house from scratch is the preferable course. It will also determine whether the leasing component is best served by a separate system.

A study will be conducted to identify problems and recommended solutions to create a workflow analysis, and recommend new regulations if necessary. Areas to be examined in the first phase will include billing, contract development, notifications, methods of procurement (including formal and informal solicitations, alternate procurements, negotiated bids and waivers) report development and identification and collection of performance data. Leasing will be examined to determine business practices, reporting requirements, and other pertinent information to determine compatibility with the contracts system.

Upgrade or enhancement to existing department capabilities?

4. Specifically, what hardware, software, consulting services, or other items will be purchased with this expenditure?

Consultant		\$10,200
Travel		\$20,500
.75FTE @36 mo.		\$186,400
Development Documentation,		
T&E, or Software purchase		\$255,700
TOTAL		\$472,800

5. How will service to the public measurably improve if this project is funded?

Service to the public will improve measurably by increased speed and accuracy of contract management, and reduced time and effort to compile summary information required for federal, Trust and other funding agencies. Leasing will be able to respond to public requests for information in a timelier manner.

6. Does project affect the way in which other public agencies will conduct their business?

DHSS has the responsibility for the effective management of over 100 contracts in excess of \$150 million dollars annually, and for assuring that quality products and professional services are being purchased. Professional services procured in DHSS range in diversity from highly technical contracts for information management systems, to home studies for adoption of children in state custody, to architectural and engineering services. The project will improve the administration and management of contract affecting all nine divisions. Leasing reports to Budget and to Fiscal may be automated, and communications between the Department of Administration and Leasing improved.

7. What are the potential out-year cost implications if this project is approved? (Bandwidth requirements, etc.)

Potential out-year costs include IT costs of ongoing maintenance. It has not been determined if there will be bandwidth requirements.

8. What will happen if the project is not approved?

No change was not considered a valid alternative because it was apparent that even minimal change would have benefit after surveying the outcomes in eGrants.

Department's Mission: To promote and protect the health and well being of Alaskans. This project supports the Department's mission by providing an efficient method of administering the contracts used to support the Department's mission.

The end results to which this project contributes are "Improve and enhance the quality of life for Alaskans with serious behavioral health problems", "Children are, first and foremost, protected from abuse or neglect", "Improve juvenile offenders' success in the community following completion of services resulting in higher levels of accountability and public safety", and "Healthy people in healthy communities."