

ALASKA GIS Plan

2010 NSDI CAP – Category 3: Strategic & Business Plan Development

STATE OF ALASKA
Department of Transportation & Public Facilities

Interim Project Report September 7, 2010

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Project Title: Alaska GIS Plan 2010 NSDI CAP – Category 3 Strategic & Business Plan Development

Applicant Organization:

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Collaborating Organizations:

Statewide Digital Mapping Initiative (SDMI):

State of Alaska, Department of Natural Resources
State of Alaska, Department of Military & Veteran's Affairs
State of Alaska, Department of Environmental Conservation
State of Alaska, Department of Fish & Game
State of Alaska, Department of Economic & Community Development
State of Alaska, Department of Transportation & Public Facilities
University of Alaska

Project Narrative:

At this juncture the state has prepared an RFP for professional services (attached) which has been widely vetted and appears to have received consensus. The state has not yet launched the RFP and will seek a no-cost extension for this grant.

Revised Timeline:

At this juncture the state expects to complete the planning process in the spring of 2011, given the current date and the estimated time to complete. The state will request a no-cost extension.

INTRODUCTION AND BACKGROUND

1. GENERAL

The Alaska Department of Transportation and Public Facilities received a Federal Geographic Data Committee (FGDC) Cooperative Agreements Program (CAP) Grant for the Fifty States Initiative. The AKDOT administers and manages this grant. The CAP is an annual program to assist the geospatial data community through funding and other resources in implementing the components of the National Spatial Data Infrastructure (NSDI). This program provides small seed grants to initiate sustainable on-going NSDI implementations. The program emphasizes partnerships, collaboration and the leveraging of geospatial resources in achieving its goals. Projects in this category are designed to develop and implement statewide strategic and business plans that will facilitate the collaboration, coordination of programs, policies, technologies, and resources that enable the coordination, collection, data sharing, documentation, distribution, exchange and maintenance of geospatial information.

2. OBJECTIVE(S)

The State of Alaska requires the development of strategic and business plans to assist the state in meeting its goal of developing and maintaining a sustainable enterprise-wide geospatial framework in Alaska.

This project will include stakeholder input from all parts of the state through five regional meetings and a stakeholder survey. The final deliverables will be stakeholder driven plans. Alaska will use the strategic plan to strongly root a geospatial framework which is legislatively defined and integrates all stakeholders and their requirements at the local, state and federal levels. The final business plan should have incremental, realistic and obtainable stages of implementation for the geospatial framework that address near-term, mid-term and long-term goals. These goals should be expressed across a logical and chronological path of development with each phase building on the previous while having overarching goals of program sustainability, governance, vertical integration and interoperability. Ideally this process will:

- A. Identify the basic needs and requirements of state, local and federal stakeholders;
- B. Identify commonalities in mission, overlap and/or redundancy;
- C. Characterize the resources of all stakeholders such as but not limited to funding, staff and capabilities;
- D. Identify which stakeholders have legislatively defined or chartered missions and those that do not;
- E. Characterize interactions and common cooperative efforts and make suggestions for improvement to coordination groups and frameworks (MOUs, MOAs and other types of agreements) which foster and mandate cooperation;
- F. Identify the need and/or roles of a state CIO/GIO for the state;

- G. The process should identify a council/CIO/GIO led protocol for framework implementation
- H. Identify opportunities and make suggestions for organized stakeholder representation through a council, board or other vehicle. Identify and make recommendations for associated over-arching regional federal coordination efforts. Recommend ways for effectively linking federal, state and local coordination efforts, and
- I. Identify any existing barriers to achieving short-term, mid-term and long-term goals.

Alaska as a state is extremely data poor and as such needs to leverage all available resources, cooperation and collaboration among local, state and federal channels to maximize efficiency and effectiveness. Recognizing this fact; cooperation and collaboration by and between state-federal, state-local and the federal-local stakeholder community is paramount and a key objective of this process. Therefore it should be understood that integrating the associated over-arching roles of federal, state and local stakeholders is key to long term success and requires the successful contractor to identify, characterize and make suggestions to maximize this effort. Understanding this; the successful contractor must look at more than the state's role in this effort. The successful proposal will investigate, characterize and make recommendations regarding the regional federal coordination efforts and local coordination efforts independent of state coordination efforts and subsequently federal, state and local coordination efforts collectively.

This will be accomplished through a series of facilitated information gathering and consensus-building meetings held throughout the state where stakeholders will be invited to participate (please see stakeholder definition in the selection and evaluation section). A contractor with facilitation experience will be utilized to maximize the effectiveness of these meetings. A goal of the meetings will be to determine what, if any, key hurdles or challenges exist that need to be addressed. Information gained from these meetings will be utilized to develop the plans.

3. BACKGROUND

The complete text of the grant proposal generated by the Alaska DOT/PF as submitted to the Federal Geospatial Data Committee (FGDC) is available as an attachment. The proposal provides context for the project.

In general Alaska does not have a coordinated enterprise wide GIS program nor have any statutory responsibilities been assigned to any department regarding GIS management, infrastructure or maintenance. Alaska possesses many talented GIS practitioners engaged in a variety of professional services. However, Alaska suffers from a pronounced data disparity in comparison with the CONUS and there exists no functional statewide data committee although some collaboration and cooperative efforts have been and are occurring in the state. The Statewide Digital Mapping Initiative (SDMI) was formed in 2006 to address the state's data disparity. The SDMI will be a significant source of collaboration for the successful consultant. Additional information regarding the SDMI, user surveys and whitepapers can be found at

www.alaskamapped.org, proposers are encouraged to visit this site and become familiar with the historical documents located here.

It should be understood the SDMI is comprised of six state agencies and the University of Alaska operating together under a memorandum of agreement and represents only a portion of the GIS users/producers in the state.

4. SELECTION & EVALUATION

The State of Alaska intends to award a Firm Fixed Price Contract to the contractor who best demonstrates; in their response to this RFP, the initiative, capability, and experience to meet the project objectives and execute the scope of work. Although the amount of allowable funding is limited, price is not the principle award criterion. The state seeks a highly qualified contractor with no stake in the outcomes to provide unbiased assistance in this strategic planning effort. In evaluating the proposals, the state will consider experience, references from similar projects, project description and design, professional staff and their roles, project management, schedule, and budget. Substitutions in practice for project staff highlighted in the proposals will not be accepted.

A principal consideration in the review and evaluation of proposals will be how compelling the proposal is regarding stakeholder involvement and the development of consensus based plans. Stakeholders are defined as state, federal, local, tribal, military, private for profit, private not for profit and academic practitioners of GIS related practices in the state of Alaska. The successful proposal will demonstrate how the contractor will produce input from as many of the stakeholders as is reasonably possible. The successful proposal will clearly demonstrate a consensus based stakeholder driven process which will result in a quality plan that will guide the state's future GIS endeavors.

Proposals will be evaluated by a three person team and supervised by the Alaska DOT/PF procurement officer. All inquiries must be in writing and directed to the procurement officer in accordance with state procurement rules. The members of the evaluation team are as follows:

Nick Mastrodicasa
Department of Transportation
Project Manager and Principal Investigator

Anne Johnson
Dept. of Natural Resources
GIS Professional and Co. Principal Investigator

Craig Seaver
US Geological Survey
Geospatial Liaison

5. SCOPE OF WORK, TASKS & DELIVERABLES

The successful firm, after being awarded a contract with the state, will execute all necessary due diligence in determining the existing state of GIS in Alaska and prepare a comprehensive plan that includes at a minimum:

- a. An executive summary (separate from the strategic / business plan);
- b. A historical context of GIS in Alaska;
- c. A declaration of findings and recommendations,
- d. A step by step business plan to incrementally advance Alaska by implementing a sustainable enterprise wide GIS program, and
- e. The plan documents will conform to the May 2009 Fifty States Initiative Strategic and Business Plan Guidelines that may be found at <http://www.fgdc.gov/policyandplanning/revbpsp>.

Proposals may make recommendations for the design and content of the final report (Business and Strategic Plans). The project approach will be phased as follows:

PHASE-1) Pre-Discovery: Conduct a broadly applied on-line survey of GIS users across all business lines, state, federal, local, public, tribal, private, military and academia using an on-line survey tool with questions developed by a credible third party not having a stake in the outcome of the survey.

PHASE-2) Due-Diligence: Conduct one, half day, regional stakeholder consensus building meeting in each of the five major cities of Alaska and conduct 16 one-on-one, independent interviews, with key leaders. Some interviews may be conducted by telephone. A DOT project coordinator will assist the successful contractor with the regional logistics involved in coordinating the meetings.

PHASE-3) Documentation of Finding & Plan Development: Draft the plans and findings of fact for review by the evaluation team noted above. Upon acceptance of findings and acceptance of the proposed plans by the evaluation team, host draft document(s) on-line for public scrutiny and final stakeholder review and comment for two weeks. Working with the evaluation team, incorporate all reasonable stakeholder input and when approved compile final documents and submit 20 hard copies and ten soft copies (CD).

Prepare and present a briefing to be delivered to a general audience of stakeholders in the spring of 2011 in Anchorage, Alaska. Present five additional briefings to executive level officials of the state including the SDMI executive committee.

TABLE OF TASKS AND DELIVERABLES:

TABLE OF TASKS & DELIVERABLES			
PHASE	TASK	DESCRIPTION OF TASKING	DELIVERABLE
1	1	Develop an on-line survey including strategic survey	Survey tool and

		questions and recommend a fail proof survey method.	survey questions
1	2	Acquire, procure and develop a reasonably comprehensive e-mail list of GIS stakeholders to participate in the survey. Attempt to reach all potential GIS stakeholders for input to the survey while preventing duplicated individual survey responses.	Survey list compiled
1	3	Tabulate survey responses prior to Phase II Due Diligence efforts and report findings to evaluation team and the stakeholders at regional stakeholder meetings.	Results of Survey presented in a tabulated form and a report of findings.
2	0	Review Historical Documents of Significance	
2	1	Coordinate all logistics, invitations and support functions for all five regional stakeholder meetings inclusive of everything from set up to clean up.	Meeting(s) Coordination
2	2	Draft invitations to regional meetings/forums for review by evaluation team.	Invitations
2	3	Draft agenda to be used at each regional stakeholder meeting including scripting of the forum, introduction of guests-if any, and questions to be asked by the facilitator and deliver to the evaluation team for review.	AGENDA
2	4	Written report briefly detailing the outcome of each regional meeting listed below.	Written Report(s)
2	5	Regional Stakeholder Meeting Held in Anchorage, AK	Stakeholder input and written report
2	6	Regional Stakeholder Meeting Held in Kenai, AK . Accessible from Anchorage by road.	Stakeholder input and written report
2	7	Regional Stakeholder Meeting Held in MatSu Valley (Wasilla/Palmer) AK . Accessible from Anchorage by road.	Stakeholder input and written report
2	8	Regional Stakeholder Meeting Held in Fairbanks, AK . Accessible from Anchorage by road but air travel is perhaps more efficient.	Stakeholder input and written report
2	9	Regional Stakeholder Meeting Held in Juneau, AK . Juneau is not accessible by road, air travel will be required.	Stakeholder input and written report
2	10	Report summarizing all regional stakeholder findings.	Written Report
2	11	Develop list of key officials and leadership to be interviewed and submit for approval.	Officials List
2	12	Development of questions for key officials/leaders.	Key officials/leaders questionnaire
2	13	One-on-one interviews with key officials/leaders.	Written Report
3	1	Business Plan development, draft to be provided for	1 st Draft business

		review, input and acceptance by evaluation team.	plan
3	2	Host accepted first draft of business plan on-line for stakeholder review and solicit stakeholder comment for two weeks. Notify all stakeholders immediately upon uploading the document via the contact list derived in phase I, task 2 above.	Host first draft of strategic / business plan on line and take/distribute public comment.
3	3	Provide Final Draft of Business Plan with all reasonable final stakeholder input incorporated in final draft.	Strategic / Business Plan
3	4	Briefing of final strategic / business plans (Anchorage).	Stakeholder Briefing (Spring 2011)
3	2	Briefing of executive level officials & possibly the legislature (Anchorage & Juneau).	5 Briefings of findings

6. TRAVEL

Contractor will be reimbursed for actual travel expenses and per diem in accordance with state travel policy. Travel to and from the state, accommodations in state, vehicle rental and per diem are all reimbursable at prescribed state travel rates and are in addition to the contract base amount.

7. PAYMENT SCHEDULE

Benchmarks for payment are indicated in the scope of work section (Table of Tasks and Deliverables) and are highlighted in grey. Phase 3 payment(s) will be broken into two equal parts. The successful contractor will be notified of acceptance or rejection of each deliverable within ten working days of receipt of the deliverables submitted for payment.

8. DELIVERY SCHEDULE

The contractor may propose a delivery schedule that maximizes the quality of their effort. However, the final draft of the strategic / business plan(s) must be delivered no later than second quarter of 2011.