Software for the Shared Services Initiatives	**FY2021 Request:** $1,800,000
	Reference No: 40081

AP/AL: Appropriation	**Project Type:** Information Technology / Systems / Communication
Category: Development	
Location: Statewide	**House District:** Statewide (HD 1-40)
Impact House District: Statewide (HD 1-40)	**Contact:** Brad Ewing
Estimated Project Dates: 07/01/2020 - 06/30/2025	**Contact Phone:** (907)465-5655

Brief Summary and Statement of Need:

The Department of Administration is responsible for operations of statewide services. Recently, the division of Shared Services of Alaska (SSoA) began providing back office services, such as travel, accounting and accounts payable. Administrative Order 304 consolidates procurement from all departments into SSoA. In order for these initiatives to continue to build on their success and to find additional efficiencies, new software will be necessary.

Funding:	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Total
1004 Gen Fund	$1,800,000						$1,800,000
Total:	$1,800,000	$0	$0	$0	$0	$0	$1,800,000

☐ State Match Required	☑ One-Time Project	☐ Phased - new	☐ Phased - underway	☐ On-Going
0% = Minimum State Match % Required		☐ Amendment	☐ Mental Health Bill	

Operating & Maintenance Costs:

	Amount	Staff
Project Development:	0	0
Ongoing Operating:	0	0
One-Time Startup:	0	
Totals:	0	0

Prior Funding History / Additional Information:

Project Description/Justification:

SSOA has put improvements in place for the travel, accounting and payables initiative by replacing document submissions from a very manual email submission process to a ticketing system whose intended use is an information technology help desk. While this was a necessary step in transforming this unit as the unit matures, it is clear that a system that is specific to travel and payables is necessary.

Additionally, with the implementation of AO 304, up to as many as 194 staff could transfer to this division. At that time, the division will be responsible to track, renew, amend and create contracts for all state agencies. Having a system that will track and alert staff that an action needs to be taken on a specific contract will be vital to the unit's success. Currently, there is little to no automation for tracking contracts. Each department currently has a spreadsheet with a total of 74 items they are tracking across all agencies, thus the visibility into total contract spending is nearly impossible. This system would allow the unit to view all contracts and the status of those in one central location that will be accessible to procurement staff in every department. It will allow for accurate reporting that

will identify multiple contracts with one vendor that could be consolidated into one master contract resulting in savings to the state.

The overall goal is to provide a solution(s) that enables the state to make continuous improvement to business "systems" through advancements in services, processes, and technology offerings.

Software for the Shared Services Initiatives

FY2021 Request:	**$1,800,000**
Reference No:	**40081**

AP/AL: Appropriation	**Project Type:** Information Technology / Systems / Communication
Category: Development	
Location: Statewide	**House District:** Statewide (HD 1-40)
Impact House District: Statewide (HD 1-40)	**Contact:** Brad Ewing
Estimated Project Dates: 07/01/2020 - 06/30/2025	**Contact Phone:** (907)465-5655

Brief Summary and Statement of Need:

The Department of Administration is responsible for operations of statewide services. Recently, the division of Shared Services of Alaska (SSoA) began providing back office services, such as travel, accounting and accounts payable. Administrative Order 304 consolidates procurement from all departments into SSoA. In order for these initiatives to continue to build on their success and to find additional efficiencies, new software will be necessary.

Funding:	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Total
1004 Gen Fund	$1,800,000						$1,800,000
Total:	$1,800,000	$0	$0	$0	$0	$0	$1,800,000

☐ State Match Required	☑ One-Time Project	☐ Phased - new	☐ Phased - underway ☐ Ongoing
0% = Minimum State Match % Required		☐ Amendment	☐ Mental Health Bill

Operating & Maintenance Costs:

	Amount	Staff
Project Development:	0	0
Ongoing Operating:	0	0
One-Time Startup:	0	
Totals:	0	0

Prior Funding History / Additional Information:

Project Description/Justification:

SSOA has put improvements in place for the travel, accounting and payables initiative by replacing document submissions from a very manual email submission process to a ticketing system whose intended use is an information technology help desk. While this was a necessary step in transforming this unit as the unit matures, it is clear that a system that is specific to travel and payables is necessary.

Additionally, with the implementation of AO 304, up to as many as 194 staff could transfer to this division. At that time, the division will be responsible to track, renew, amend and create contracts for all state agencies. Having a system that will track and alert staff that an action needs to be taken on a specific contract will be vital to the unit's success. Currently, there is little to no automation for tracking contracts. Each department currently has a spreadsheet with a total of 74 items they are tracking across all agencies, thus the visibility into total contract spending is nearly impossible. This system would allow the unit to view all contracts and the status of those in one central location that will be accessible to procurement staff in every department. It will allow for accurate reporting that

will identify multiple contracts with one vendor that could be consolidated into one master contract resulting in savings to the state.

The overall goal is to provide a solution(s) that enables the state to make continuous improvement to business "systems" through advancements in services, processes, and technology offerings.