



**State Strategy for AI
Standard Operating Procedure**

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1. General statement of purpose.
 - 1.1. This document is designed to highlight and align the state strategy for artificial intelligence usage.
2. Scope.
 - 2.1. This document is for the future implementation of AI usage within the State of Oklahoma.
3. Discipline.
 - 3.1. Data.
4. Terms and definitions.
 - 4.1. AI – artificial intelligence.
 - 4.2. ROI – return of investment.
 - 4.3. RFP – request for proposal.
5. Instructions.
 - 5.1. AI implementation framework.
 - 5.1.1.Strategic goal alignment.
 - 5.1.1.1. Identify specific agency goals and how AI can enhance these objectives.
 - 5.1.1.1.1. Define specific, measurable objectives for AI implementation.
 - 5.1.1.2. Align AI initiatives with broader state goals and citizen impacts.
 - 5.1.1.2.1. Ensure AI solutions support key agency functions and public service enhancements.
 - 5.1.2.Relevant AI use cases.
 - 5.1.2.1. Assess current agency processes to identify where AI can be beneficial.
 - 5.1.2.1.1. Conduct workshops to brainstorm potential AI applications.
 - 5.1.2.2. Prioritize use cases base on impact, feasibility and alignment with strategic goals.
 - 5.1.2.2.1. Evaluate use cases for ROI, impact on service delivery and technical feasibility.
 - 5.1.3.Strong data strategy.
 - 5.1.3.1. Ensure robust data governance, quality and accessibility.
 - 5.1.3.1.1. Train staff on data literacy and management.
 - 5.1.3.1.2. [Oklahoma Data Services](#).
 - 5.1.3.2. Integrate Oklahoma State Data Platform for unified data access and management.
 - 5.1.3.2.1. Develop a data management plan that includes data sourcing, quality control and integration with the State Data Platform.
 - 5.1.3.2.2. [Oklahoma State Data Platform](#).
 - 5.1.4.Ethical and secure AI practices.

- 5.1.4.1. Adhere to ethical standards including transparency, fairness and privacy.
- 5.1.4.2. Work with OMES to implement robust security measures to protect sensitive data and AI systems.
- 5.1.4.3. Regularly conduct security audits and compliance checks.
- 5.1.5. Stakeholder engagement.
 - 5.1.5.1. Involve diverse stakeholders for input, feedback and buy-in.
 - 5.1.5.1.1. Schedule regular meetings with internal and external stakeholders.
 - 5.1.5.2. Educate and prepare the workforce for AI adoption.
 - 5.1.5.2.1. Develop communication strategies to keep stakeholder informed and involved.
- 5.1.6. Continuous monitoring and adaptation.
 - 5.1.6.1. Regularly review AI initiatives for effectiveness, ethical considerations and alignment with goals.
 - 5.1.6.1.1. Implement performance metrics to assess AI impact.
 - 5.1.6.2. Adapt strategies based on technological advancements and changing needs.
 - 5.1.6.2.1. Create a feedback loop to refine and improve AI applications.
- 5.2. AI implementation strategy for OMES.
 - 5.2.1. Strategic goal alignment.
 - 5.2.1.1. Develop specific, measurable AI objectives aligned with broader state goals and agency-specific missions.
 - 5.2.1.2. Ensure AI solutions support key functions of public service and improve operational efficiency.
 - 5.2.2. Identification of relevant AI use cases.
 - 5.2.2.1. Conduct assessments to identify areas where AI can enhance efficiency and decision-making with agencies.
 - 5.2.2.2. Prioritize AI initiatives based on impact, feasibility and strategic importance.
 - 5.2.3. Robust data strategy integration.
 - 5.2.3.1. Emphasize data governance, quality and accessibility.
 - 5.2.3.2. Leverage the [Oklahoma State Data Platform](#) for data management and sharing, ensuring data security and privacy.
 - 5.2.4. Ethical and secure AI practices.
 - 5.2.4.1. Uphold ethical standards, including transparency, fairness and privacy.
 - 5.2.4.2. Implement robust security measures to protect with sensitive data and AI systems against cybersecurity threats.
 - 5.2.5. Stakeholder engagement and workforce preparation.
 - 5.2.5.1. Involve various stakeholders for feedback, input and buy-in.
 - 5.2.5.2. Prepare and train the workforce for AI adoption through educational and reskilling programs.
 - 5.2.6. Continuous monitoring and evaluation.
 - 5.2.6.1. Regularly review AI initiatives for effectiveness, ethical considerations and goal alignment.
 - 5.2.6.2. Adapt strategies based on feedback, technological advancements and changing operational needs.
 - 5.2.7. Support from AI Oversight Committee (GTARB).
 - 5.2.7.1. The AI Oversight Committee should play a pivotal role in ensuring responsible and ethical AI usage.

- 5.2.7.2. Monitor AI developments, manage risks and oversee compliance and regulatory requirements.
- 5.2.8. Leveraging AI for enhanced service delivery.
 - 5.2.8.1. Use AI technologies to improve public services such as healthcare, education and public safety.
 - 5.2.8.2. Implement AI for administrative tasks, thus freeing up human resources for more complex decision-making.
- 5.2.9. Promoting public-private partnerships.
 - 5.2.9.1. Foster collaborations with private sector entities for AI development and implementation.
 - 5.2.9.2. Encourage innovation and economic growth through strategic partnerships.
- 5.3. Developing emerging technologies strategy and implementation request for proposals.
 - 5.3.1. Agencies are interested in developing their strategic plans on emerging technology, focused on AI. The RFP for developing a government agency strategy should be in alignment with Oklahoma's AI strategy and should focus on attracting the right expertise to assist agencies and the state in the development of their plans.
 - 5.3.2. Below are some recommended goals for the RFP:
 - 5.3.2.1. Alignment with statewide AI strategy.
 - 5.3.2.1.1. Ensure that the companies understand and align with the broader AI strategy of Oklahoma, including ethical AI implementation, workforce development, economic growth, and technological leadership.
 - 5.3.2.2. Expertise in AI implementation.
 - 5.3.2.2.1. Seek companies with proven experience in implementing AI solutions in government settings or similar environments, focusing on efficiency, innovation and ethical use of AI.
 - 5.3.2.3. Capability in workforce development and training.
 - 5.3.2.3.1. The RFP should emphasize the importance of training and workforce development to prepare government employees for an AI-centric future. This includes retraining programs, educational initiatives and change management.
 - 5.3.2.4. Infrastructure and technological development.
 - 5.3.2.4.1. The company should have the capability to assist in developing or enhancing AI infrastructure, including data management, cybersecurity and integration with the State Data Platform.
 - 5.3.2.5. Strategic planning and roadmap development.
 - 5.3.2.5.1. The company should demonstrate expertise in strategic planning, including the ability to develop a comprehensive, actionable roadmap for AI implementation within the agency.
 - 5.3.2.6. Public-private partnership facilitation.
 - 5.3.2.6.1. Given the emphasis on fostering public-private partnerships within the state AI strategy, look for companies that can aid in establishing and managing these partnerships.
 - 5.3.2.7. Customization and scalability.
 - 5.3.2.7.1. The solutions offered should be customizable to the specific needs of the agency and scalable to adapt to future technological advancements and policy changes.
 - 5.3.2.8. Ethical and legal compliance.

5.3.2.8.1. Proposals should detail how the company will ensure compliance with legal standings and ethical guidelines, including data privacy and human oversight in AI decision-making.

5.3.2.9. Performance metrics and evaluation.

5.3.2.9.1. Include a requirement for clear metrics and methods for evaluating the success and impact of the implemented AI strategy.

5.3.2.10. Cost-effectiveness and ROI analysis.

5.3.2.10.1. Seek detailed financial plans from the companies, including cost-effective analysis and expected return on investment.

5.3.2.11. Support and maintenance.

5.3.2.11.1. Ensure the ongoing support, maintenance and updates of AI systems that are part of the proposal.

5.3.2.12. Community engagement and transparency.

5.3.2.12.1. The company should demonstrate how it will involve and communicate with stakeholders, including government employees, citizens and other relevant parties to ensure transparency and foster trust.

6. Roles and responsibilities.

6.1. None.

7. Limitation or implementation notes.

7.1. None.

8. References.

8.1. [Oklahoma Data Services](#).

8.2. [State Data Platform](#).