Project title:

BDS IT Advancement Project (ITAP)

Presented by: Richard Appleyard, BDS Business Technology Manager

Presented at: April 3rd meeting

Note: Required Items for a POC update:
Presentation by city project manager
Latest QA report if available
Latest Project schedule covering planned and actual dates.

Presentation Agenda

- Current Status
- Next Milestones
- Project Budget Planned vs. Actual
- Project Schedule Planned vs. Actual
- Issues, Dependencies and Impacts
- Questions

Current Status- RFP/Acquisition

- Respond to RFP vendor questions
  - 3 vendors submitted questions
  - Responded with RFP amendments
- RFP proposals due at 2pm on April 4th
  - Review by Procurement office for responsiveness and mandatory requirements
- 2nd RFP Evaluation Committee meeting on April 10th
  - distribute proposals, review evaluation criteria and process

Current Status- Project Readiness

- QA (Case Associates) - updating task order
  - New reporting deliverables for TOC
  - Assistance with project readiness phase
- QA Reporting for TOC
  - April report prepared & submitted
- ITAP Project Readiness
  - Business Process Review – Future Process Mapping
  - Communication/Outreach Planning
  - Change Management Planning
  - Risk Management Planning

Next Milestones

- RFP/Acquisition
  - RFP Level 2 Evaluation- Written proposal review & scoring
    - Planned for completion by May 9th
    - Short list of vendors to proceed to Level 3 Evaluation including demonstrations and site visits
  - RFP Level 3 Evaluation- Vendor demos and Site Visits
    - Planned for completion by July
- Project Readiness
  - Continue with planning

TOC: BDS ITAP Budget

ITAP Budget is not yet set

- Budget forecast and financing package currently being updated

Item	Forecast	Actual	Balance	Notes
Labor				
Equipment				
Licensing				
Services				
Other				
Contingency				
Total	TBD			

Budget Variance: Describe budget variance cause and effect.

TOC: BDS ITAP Schedule-RFP Acquisition

Milestone \ Task	Dates	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13
RFP Published	Feb 7 - April 4, 2012												
RFP Evaluation	April 4 - July 6, 2012												
RFP Evaluation-Level 1	April 4 -10, 2012												
RFP Evaluation-Level 2	April 11 - May 9, 2012												
RFP Evaluation-Level 3	May 10 - July 3, 2012												
RFP Evaluation-Level 4	July 4 - 17, 2012												
ITAP Pre-Planning Phase	July 6 - Oct 12, 2012												
Phase I-Initiation, Planning	Oct 15, 12 - Feb 28, 13												
Target Go Live Date	**Nov 28, 2014**												
Target Completion Date	**May 29, 2015**												

Legend:

- Milestone tracking on schedule
- Moderate risk of schedule variance
- Known schedule variance

Schedule Variance: Describe schedule variance cause and effect.

6/22/2012

Issues, Dependencies and Impacts -no change

- RFP Evaluation Level 3 involves vendor demonstrations and site visits. Delays possible due to logistics and budget required for Level 3 review.
- RFP Evaluation Level 4 involves best and final offers (BAFOs) of the top vendors. If top vendor is unable to reach agreement, then delays possible by having to proceed to vendor #2.
- ITAP pre-planning phase involves developing contract and final SOW with the awarded vendor. Delays possible due to extended negotiations.

Questions