Project title:

BDS IT Advancement Project (ITAP)

Presented by: Richard Appleyard, BDS Business Technology Manager

Presented at: May 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, Level 2

- RFP proposals due at 2pm on April 4th
  - Review by Procurement office for responsiveness and mandatory requirements
  - 5 vendors- Accela, CSDC, EnerGov Solutions, Sierra Systems, Sustain Technologies
- 3rd RFP Evaluation Committee meeting on April 24th
  - Initial scoring discussion
- 4th RFP Evaluation Committee meeting on April 26th
  - Final scoring and short list for Level 3

Current Status- Project Readiness

- QA (Case Associates)
  - Assistance with RFP/Acquisition, project readiness
  - May 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- 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- completion by end of July
    - Short list of vendor to proceed to BAFO negotiations
- Project Readiness
  - Continue with planning

TOC: BDS ITAP Budget

ITAP Forecast vs. Actual Report

Item	Forecast thru Sept 30, 2012	Actual thru Feb 29, 2012	Balance	Notes
Labor	$914,995	$350,877	$564,118	
Equipment	$130,000	$3,520	$126,480	
Licensing	$0	$0	$0	
Services	$108,333	$4,133	$104,200	
Other	$21,387	$3,399	$17,988	
Contingency	$171,129	$0	$171,129	
Total	$1,345,844	$361,929	$983,915	

Budget Variance: Describe budget variance cause and effect.

TOC: BDS ITAP Milestone Based Budget Performance

Project Milestones Project Start 8/1/2011 Finish 5/29/2015 Assume a 2/29/2012 analysis date	Milestone Dates	Budget at Completion BC	Actual Cost AC (as of 2/29/2012)	Actual Schedule Complete ASC	BPI = (AC/BC)/ ASC
Milestone 1 – Vendor contract signing/Project start date	8/1/11 – 9/30/12	$1,345,844	$361,929	50%	0.54
Milestone 2 – Project Initiation	10/1/12 – 2/28/13	TBD	$0	0%	0
Milestone 3 – Analysis & Specification	3/1/13 – 10/31/12	TBD	$0	0%	0
Milestone 4 – Initial Configuration & Testing	11/1/13 – 5/31/14	TBD	$0	0%	0
Milestone 5 – System Implementation & Testing	6/1/13 – 9/30/13	TBD	$0	0%	0
Milestone 6 – Beta Testing	10/1/14 – 11/28/14	TBD	$0	0%	0
Milestone 8 – Deployment / Go Live	12/1/14 – 2/27/15	TBD	$0	0%	0

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

- 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