Project title:

BDS IT Advancement Project (ITAP)

Presented by: Richard Appleyard, BDS Business Technology Manager

Presented at: June 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 3

- 3 vendors shortlisted from Level 2
  - Accela, CSDC, Sierra Systems
- Vendor demonstrations
  - Accela – May 23, 24
  - CSDC – May 29, 30
  - Sierra Systems – May 31, June 1
- Site Visits
  - Locations under consideration

Current Status- Project Readiness

- QA (Case Associates)
  - Assistance with RFP/Acquisition, project readiness
  - June report prepared & submitted
- ITAP Project Readiness
  - Business Process Review – Future Process Mapping
  - Engage BTS Flex Services to complete initial,
    - Project Management Plan
    - Communication/Outreach Plan
    - Risk Management Plan
      - Currently drafting and updating a risk register

Next Milestones

- RFP/Acquisition
  - RFP Level 3 Evaluation: 3 vendors
    - Vendor demos – complete by June 1
    - Site Visits – complete by mid-July
    - Top vendor(s) recommendation – mid-late July
  - RFP Level 4 Evaluation: 1-2 vendors
    - BAFO (Best & Final Offers) – by end of July
    - Chief Procurement Officer to Council – early August
  - Contract Negotiation: Selected vendor
    - Contract and Scope of Work – end of September

Next Milestones

- Project Readiness
  - Draft new QA task order – by end of June
  - Solicit and select new QA vendor – by end of July
  - Initial draft project documentation – by end of July

ITAP Forecast vs. Actual Report

Item	Forecast thru Sept 30, 2012	Actual thru April 30, 2012	Balance	Notes
Labor	$914,995	$443,881	$471,114	
Equipment	$130,000	$3,520	$126,480	
Licensing	$0	$0	$0	
Services	$108,333	$14,500	$93,833	
Other	$21,387	$3,615	$17,772	
Contingency	$171,129	$0	$171,129	
Total	$1,345,844	$465,516	$880,328	

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 4/30/2012)	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	$465,516	64%	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 7 – 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,
  - site selection, travel logistics and budget required for site visits
  - additional vendor demonstrations and interviews may be needed
- RFP Evaluation Level 4 involves best and final offers (BAFOs) of the top vendors. Delays possible due to,
  - If top vendor is unable to reach agreement, then delays possible by having to proceed to vendor #2
- ITAP Pre-planning phase involves negotiating contract with the awarded vendor. Delays possible due to,
  - extended contract and scope of work (SOW) negotiations

Questions