# Project title:

# BDS IT Advancement Project (ITAP)

Presented by: Ross Caron and Richard Appleyard, BDS Project Manager and Business Technology Manager

Presented at: Aug 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.*

11/9/2012

# 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

- Site Visits Completed in July and Aug 2nd
  - Accela – Sacremento, CA (online plan review); Salt Lake, UT (web-based system)
  - CSDC – Orange County, FL (web-based system); Surrey, BC (mobile inspections)
  - Sierra Systems – Boston, MA (web-based system); Polk County, FL (online plan review)
- Site Visit Update

# Current Status- Project Readiness

- QA (Case Associates)
  - Assistance with RFP/Acquisition, project readiness
  - August report prepared & submitted
  - Task Order for Implementation Phase drafted
- ITAP Project Readiness
  - On going Business Process Review and Improvement
  - Starting BTS Flex Services Project Management Consulting Contact.

# Next Milestones

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

# Next Milestones

- Project Readiness
  - Draft new QA task order – Completed in July
  - Solicit and select new QA vendor – by end of August
  - Initial draft project documentation – by mid September

# ITAP Forecast vs. Actual Report

| Item | Forecast thru Sept 30, 2012 | Preliminary thru June 30, 2012 | Balance | Notes |
|---|---|---|---|---|
| Labor | $914,995 | $561,860 | $353,135 | |
| Equipment | $130,000 | $109,013 | $20,987 | |
| Licensing | $0 | $0 | $0 | |
| Services | $108,333 | $24,010 | $84,323 | |
| Other | $21,387 | $14,781 | $6,606 | |
| Contingency | $171,129 | $0 | $171,129 | |
| Total | $1,345,844 | $709,664 | $636,180 | |

Budget Variance: Describe budget variance cause and effect.

# TOC: BDS ITAP Milestone Based Budget Performance

| Project Milestones<br>Project Start 8/1/2011 Finish 5/29/2015<br>Assume a 2/29/2012 analysis date | Milestone Dates | Budget at Completion BC | Actual Cost AC (as of 6/30/2012) | 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 | $709,664 | 79% | 0.67 |
| 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 |

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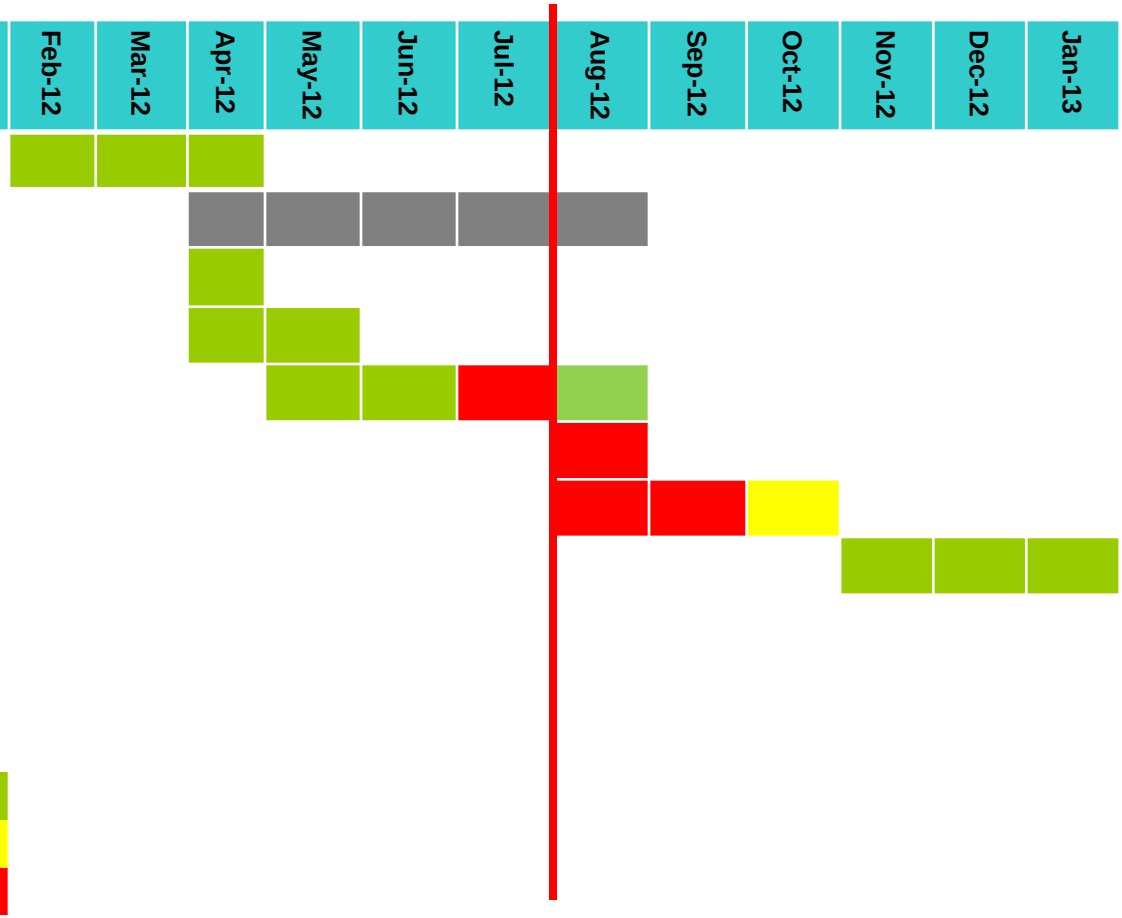
# TOC: BDS ITAP Schedule-RFP Acquisition

| Milestone \ Task | Dates |
|---|---|
| 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 - Aug 10, 2012 |
| RFP Evaluation-Level 4 | Aug 13 - 24, 2012 |
| ITAP Pre-Planning Phase | Aug 27 – Nov 2, 2012 |
| Phase I-Initiation, Planning | Nov 5, 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.

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# Issues, Dependencies and Impacts

- RFP Evaluation Level 3 involves vendor demonstrations and site visits. Delays have occurred due to,
  - site selection, travel logistics and budget required for site visits. However, additional work/site visits will reduce risk of protest.

  Additional delays possible due to,
  - 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