



Cumulative Project Status Report (6/10/19 to 8/16/19)

Project Name	Incarcerated Individual Technology Services			Date: 8/16/2019
Tasks completed This Period	<ul style="list-style-type: none"> • Established Project Steering Committee. • Established Project Team and Implementation Team. • Established Communications Plan. (Milestone 1) • Defined Contract Requirements and/or Expectations of vendor services. (Milestone 2) • Posted and solicited Vendor initial applications for contract consideration. • Received Responses from four vendors expressing interest for contract consideration. (Milestone 3) • Held initial Stakeholder Meeting to present Project sequencing plan and vendor consideration steps for selection. (Total 31 stakeholders including External stakeholders from Corrections Ombuds, Family Council, and Department of Enterprise Services (DES).) • Distributed Requirements documents for final Project Team review. • Established External Project information Web link on DOC website. 			
Tasks scheduled for Next Period	<ul style="list-style-type: none"> • Complete review of initial Vendor responses to the contract solicitation by Project team. • Distribute Requirements documents to selected vendors for their written response to contract expectations. • Update external Website with information available for distribution. • Vendor responses to Requirements Documents due September 20, 2019. • Begin review of Vendor responses to Requirements documents. (Milestone 4) 			
Outstanding Issues	<ul style="list-style-type: none"> • Verifying If need for OCIO oversight is required. 			
Next Steps	#	What	Who	Target Completion
	1	Complete review of initial Vendor responses to the contract solicitation by selected Project team members	Selected Project Team Members	August 23, 2019
	2	Distribute Requirements documents to selected vendors for their written response to contract expectations.	Daryl Huntsinger	August 27 2019
	3	Update Internal communications and external Website with information available for distribution.	Communications Jeff Ford	August 23, 2019
	4	Receive Vendor responses to requirements documents.	Daryl Huntsinger	September 20, 2019
	5	Start Project team review of Requirements document responses from Vendors	Project Team Members	September 20, 2019
	6	Completed review of requirement document responses	Project Team Members	October 4, 2019

Milestones	#	What	When
	1	Create communications plan; Identify and engage Project Team; schedule recurring meetings for vendor and product evaluation	July 9, 2019 Completed
	2	Finalize contract Expectation Requirements Criteria	July 16, 2019 Completed

	3	Send out initial screening notice to potential vendors and receive vendor responses	July 31, 2019 Completed
	4	Distribute Requirements documents to vendors, receive vendor responses and conduct Stakeholder review of responses	October 4, 2019
	5	Vendors conduct product demonstrations; stakeholder's complete feedback / evaluation of product demonstrations.	November 1, 2019
	6	Vendors conduct site visits and submit any revisions and/or concerns relating to site visits for Project team review	December 13, 2019
	7	Conduct pricing discussions with vendors and review pricing proposals with Project team.	December 31, 2019
	8	Finalize contract and implementation agreement language; Execute contract	March 31, 2020
	9	Manage implementation / Transition activities and complete Close out briefing with stakeholders, Steering committee and Exec staff.	Defined by implementation agreement
<i>Objective(s)</i>	<p>A successful project will result in:</p> <ul style="list-style-type: none"> • Awarding a consolidated Client Services Contract for IITS. • Improved service and quality of IITS products. • Include comprehensive business requirements and strong controls in the contract. 		