



Cumulative Project Status Report (10/18/19 through 11/8/19)

Project Name	Incarcerated Individual Technology Services			Date:
				11/14/2019
Tasks Completed This Period	<ul style="list-style-type: none"> Completed Vendor Product demonstrations on October 29, 30, 31 and November 1, 2019 October 29, 2019 Keefe Group October 30, 2019 CenturyLink Inc. October 31, 2019 GTL- Global Tel*Link November 1, 2019 Securus Technologies Posted Project Status Report update to iDOC AND EXTERNAL WEBSITE. Received Vendor responses to Requirements Documents October 18, 2019. Began review of Vendor responses to Requirements Documents. (Milestone 4) Began compiling demonstration assessment documents for future review. (Milestone 5) 			
Tasks Scheduled For Next Period	<ul style="list-style-type: none"> Complete informational video and release to iDOC and external website. Complete Vendor Product Demonstrations and Assessments. Complete Review of Vendor Requirement document responses. Begin identifying Vendor operated sites to conduct site visit assessments of their current operations. Define travel timeline and locations to conduct operating site visits. 			
Outstanding Issues	<ul style="list-style-type: none"> External Project Team reviews have added a significant amount of insight to consider and we anticipate it will bring added quality and value to the project. Continue to Adjust for time delays. External and Internal Stakeholders demonstrated extreme commitment to product quality assessment and selection recommendations during product demonstrations. 			
Next Steps	#	What	Who	Target Completion
	1	Update internal communications and external website with information available for distribution.	Communications Jeff Ford	November 15, 2019
	2	Complete review of Requirement Documents responses.	Project Team Members	November 15, 2019
	3	Compile review documents from Requirements response assessments and Demonstration Assessments.	Project team and select SME	November 18, 2019
	4	Identify Site Visit Team and schedules to conduct Vendor sites currently operating outside WA DOC.	Project Team/ Tom Fithian	December 2, 2019
	5	Complete Site visits to vendor operating sites.	Site Visit Team / Identified SME	December 16, 2019
	6	Begin planning for Vendors conducting visits to WA DOC sites for evaluation of vendor needs.	Chris Idso / Project Team/ identified Implementation Team members	December 16, 2019
	7	Complete Vendor site visits of WA DOC sites.	Identified Vendors/ Chris Idso/Identified Implementation Team members	January 10, 2020

	#	What	Target Completion
Milestones	1	Create communications plan; Identify and engage Project Team; Schedule recurring meetings for vendor and product evaluation.	July 9, 2019 Completed
	2	Finalize contract Expectations 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 Completed
	5	Vendors conduct product demonstrations; Stakeholders complete feedback / evaluation of product demonstrations.	November 1, 2019 Completed
	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 executive 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. 		