

SSR Status Meeting

Meeting Type: Management Team
Meeting Date: July 25, 2014

Current Status

Schedule	On Schedule
Scope	On Target
Cost	On Budget

Activities completed since last meeting

- Conduct public scoring
- Finalize RFP process artifacts
- Identify and schedule demo/interview sessions
- Conduct demo and interviews
- Finish evaluating proposals

Activities to be completed

- Summarize scoring
- Reference check procedure
- Reference checks
- Pre contract objectives
- Goal setting meeting with vendor

Completed milestones

N/A

Upcoming milestones

Notification of successful vendor

Awareness items

- IV&V RFP/CEP –see page 3 for notes given to SC
- QA resources
- Development resources

Scope / Schedule / Cost updates

None

Issues and Risks

SP site holds list – update after vendor identified

Decisions and/or Elevations

None

Discussion Items:

Estimated Procurement Schedule

Pre-Contract goals

Define LSD expectations and 'must have' levels of details

DOA requirements – RFP, contract, proposal, precedents

LSD contracting – Helen and Ginger? Outside counsel?

With Propylon

How to work together to complete contract, steps, resources, meetings, travel

How to work together to complete SOW(s)

High level scope

High level schedule

Phases, scope content, deliverables, payment

Discuss team and resources

LSD – recommendation on hiring/contracting of resources based on other project

Propylon – what resources are available and when. LSD input options (person vs. timing).

Timeline

<u>EVENT</u>	<u>DATE</u>
RFP Issue Date	May 5, 2014
Pre-Proposal Conference	May 16, 2014
Deadline for Receipt of Written Questions	May 22, 2014
Deadline for Posting Written Responses to the State's Website	May 29, 2014
RFP Response Due Date	June 13, 2014
Notification of Offeror Interviews/Product Demonstrations	June 30, 2014*
Offeror Interviews/Product Demonstrations	July 14 – 18, 2014*
Intended Date for Contract Award	September 3, 2014*



