

## Cumulative Project Status Report (8/16/19 through 8/30/19)

Project Name	Incarcerated Individual Technology Services			Date: 8/30/2019
<b>Tasks completed This Period</b>	<ul style="list-style-type: none"> <li>Updated External Project information Web link on DOC website and Posted IDOC communication of the previous Status report.</li> <li>Completed Project team review of product requirements documents.</li> <li>Received OCIO decision that IITS project does not require Project management oversight. The vendor product will however require design review and approval from OCIO.</li> </ul>			
<b>Tasks scheduled for Next Period</b>	<ul style="list-style-type: none"> <li>Complete review of initial Vendor responses to the contract solicitation by Project team.</li> <li>Distribute Requirements documents to selected vendors for their written response to contract expectations.</li> <li>To compensate for some unexpected time delays, the submittal and requirement response documents will be reviewed concurrently rather than consecutively.</li> <li>Vendor responses to Requirements Documents due October 4, 2019.</li> <li>Begin review of Vendor responses to Requirements documents. <b>(Milestone 4)</b></li> </ul>			
<b>Outstanding Issues</b>	<ul style="list-style-type: none"> <li>Completing initial submittal reviews and Project final review of requirements documents has taken longer than anticipated.</li> <li>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.</li> <li>Adjusting for time delays we expect to maintain demonstration schedules as currently planned.</li> </ul>			
<b>Next Steps</b>	#	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 30, 2019
	2	Distribute Requirements documents to selected vendors for their written response to contract expectations.	Daryl Huntsinger	September 13, 2019
	3	Update Internal communications and external Website with information available for distribution.	Communications Jeff Ford	September 5, 2019
	4	Receive Vendor responses to requirements documents.	Daryl Huntsinger	October 4, 2019
	5	start Project team review of Requirements document responses from Vendors	Project Team Members	October 4, 2019
	6	Completed review of requirement document responses	Project Team Members	October 18, 2019

<b>Milestones</b>	#	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

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