



Cumulative Project Status Report (8/31/19 through 9/20/19)

Project Name	Incarcerated Individual Technology Services			Date: 9/20/2019
Tasks Completed This Period	<ul style="list-style-type: none"> Completed review of initial vendor responses to the contract solicitation by Project Team. Received all Project Team review of Requirements Documents in preparation for distribution for vendors. Distribute Requirements Documents to selected vendors for their written response to contract expectations. Notification made to all vendors of demonstration dates planned for the period of October 28 - November 1, 2019. 			
Tasks Scheduled For Next Period	<ul style="list-style-type: none"> Complete kiosk notice to all incarcerated individuals of project information and how updates will be received. Complete informational video and release to iDOC and external website. Post Project Status Report update to iDOC AND EXTERNAL WEBSITE. Vendor responses to Requirements Documents due October 4, 2019. Begin review of Vendor responses to Requirements Documents. (Milestone 4) Begin demonstration planning to include logistics needed, schedules, and locations. Define and notify vendors of demonstration expectations and schedules. 			
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. Adjusting for time delays we expect to maintain demonstration schedules as currently planned. 			
Next Steps	#	What	Who	Target Completion
	1	Update internal communications and external website with information available for distribution.	Communications Jeff Ford	September 22, 2019
	2	Notify vendors of demonstration details and expectations.	Chris Idso / Daryl Huntsinger	September 27, 2019
	3	Begin demonstration logistics planning and coordination.	Project Team & selected Implementation Team Members	September 30, 2019
	4	Receive vendor responses to requirements documents.	Daryl Huntsinger	October 4, 2019
	5	Begin Project Team review of Requirements Documents responses from vendors.	Project Team Members	October 4, 2019
	6	Completed review of Requirement Documents responses.	Project Team Members	October 18, 2019
	7	Complete vendor demonstrations by selected vendors.	Stakeholders Group	November 1, 2019

Milestones	#	What	Target Completion
	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
	5	Vendors conduct product demonstrations; Stakeholders 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 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. 		