



Cumulative Project Status Report (9/20/19 through 10/4/19)

Project Name	Incarcerated Individual Technology Services			Date: 10/4/2019
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. Distributed Requirements Documents to selected vendors for their written response to contract expectations. Completed kiosk notice to all incarcerated individuals of project information and how updates will be received. Began demonstration planning including logistics needed, schedules, and locations. Dates: October 29, 30, 31 and November 1, 2019 Locations: October 29, 30 and November 1 DOC HQ Room 1028 a, b, c October 31, 2019 Maple Lane Corrections Center (MLCC) Activities building Notification made to all vendors of demonstration dates planned for the period of October 29 - November 1, 2019. Assigned vendor to specific dates and locations for Demonstrations October 29, 2019 Keefe Group October 30, 2019 CenturyLink Inc. October 31, 2019 GTL- Global Tel*Link November 1, 2019 Securus Technologies 			
Tasks Scheduled For Next Period	<ul style="list-style-type: none"> 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 18, 2019. Extensions request from vendors granted Begin review of Vendor responses to Requirements Documents. (Milestone 4) 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. Some delays have created need to run vendor responses and assessments concurrently rather than consecutively. Extension request of vendors' response to requirements documents created some delays in other steps relating to planning and conducting site visits. (Sequencing document revised.) 			
Next Steps	#	What	Who	Target Completion
	1	Update internal communications and external website with information available for distribution.	Communications Jeff Ford	October 8, 2019
	2	Notify vendors of demonstration details and expectations.	Chris Idso / Daryl Huntsinger	October 8, 2019
	3	Finalize demonstration logistics planning and coordination.	Project Team & selected Implementation Team Members	October 18, 2019
	4	Receive vendor responses to requirements documents.	Daryl Huntsinger	October 18, 2019

	5	Begin Project Team review of Requirements Documents responses from vendors.	Project Team Members	October 18, 2019
	6	Completed review of Requirement Documents responses.	Project Team Members	November 1, 2019
	7	Complete vendor demonstrations by selected vendors.	Stakeholders Group	November 1, 2019

	#	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
	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. 		