



Cumulative Project Status Report (10/4/19 through 10/18/19)

Project Name	Incarcerated Individual Technology Services			Date:	10/25/2019																			
Tasks Completed This Period	<ul style="list-style-type: none"> • 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 • 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 • Post Project Status Report update to iDOC AND EXTERNAL WEBSITE. • Defined and notified vendors of demonstration expectations and schedules. • Received Vendor responses to Requirements Documents October 18, 2019. 																							
Tasks Scheduled For Next Period	<ul style="list-style-type: none"> • Begin review of Vendor responses to Requirements Documents. (Milestone 4) • Complete informational video and release to iDOC and external website. • Finalize Demonstration logistics planning. <ul style="list-style-type: none"> ✓ Complete, distribute and confirm Invitation notices ✓ Schedule vendor set up needs. ✓ Separately schedule Security and general audience involvement • Complete Vendor Product Demonstrations and Assessments. (Milestone 5) • Complete Review of Vendor Requirement document responses • Begin identifying Vendor operated site to conduct site visit assessment 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 • We expect to maintain demonstration schedules as currently planned. Running vendor responses / assessments concurrently rather than consecutively has allowed some catch up on scheduled steps. 																							
Next Steps	<table border="1"> <thead> <tr> <th data-bbox="324 1449 367 1518">#</th> <th data-bbox="367 1449 1013 1518">What</th> <th data-bbox="1013 1449 1289 1518">Who</th> <th data-bbox="1289 1449 1528 1518">Target Completion</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 1518 367 1623">1</td> <td data-bbox="367 1518 1013 1623">Update internal communications and external website with information available for distribution.</td> <td data-bbox="1013 1518 1289 1623">Communications Jeff Ford</td> <td data-bbox="1289 1518 1528 1623">October 30, 2019</td> </tr> <tr> <td data-bbox="324 1623 367 1738">2</td> <td data-bbox="367 1623 1013 1738">Begin Project Team review of Requirements Documents responses from vendors.</td> <td data-bbox="1013 1623 1289 1738">Project Team Members</td> <td data-bbox="1289 1623 1528 1738">October 18, 2019</td> </tr> <tr> <td data-bbox="324 1738 367 1854">3</td> <td data-bbox="367 1738 1013 1854">Finalize demonstration logistics planning and coordination.</td> <td data-bbox="1013 1738 1289 1854">Project Team & selected Implementation Team Members</td> <td data-bbox="1289 1738 1528 1854">October 28, 2019</td> </tr> <tr> <td data-bbox="324 1854 367 1936">4</td> <td data-bbox="367 1854 1013 1936">Completed review of Requirement Documents responses.</td> <td data-bbox="1013 1854 1289 1936">Project Team Members</td> <td data-bbox="1289 1854 1528 1936">November 1, 2019</td> </tr> </tbody> </table>	#	What	Who	Target Completion	1	Update internal communications and external website with information available for distribution.	Communications Jeff Ford	October 30, 2019	2	Begin Project Team review of Requirements Documents responses from vendors.	Project Team Members	October 18, 2019	3	Finalize demonstration logistics planning and coordination.	Project Team & selected Implementation Team Members	October 28, 2019	4	Completed review of Requirement Documents responses.	Project Team Members	November 1, 2019			
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	5	Complete vendor demonstrations by selected vendors.	Stakeholders Group	November 1, 2019
	6	Compile review documents from Requirements response assessments and Demonstration Assessments	Project team and select SME	November 14, 2019
	7	Complete Site visits to vendor operating sites planning and schedule travel.	Project Team and Identified SME	November 14, 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. 		