



Cumulative Project Status Report (11/8/19 through 12/6/19)

Project Name	Incarcerated Individual Technology Services			Date: 12/6/2019
Tasks Completed This Period	<ul style="list-style-type: none"> • Posted Project Status Report update to iDOC AND EXTERNAL WEBSITE. • Complete Vendor Product Demonstrations and Assessments. • Compiled demonstration assessment documents. (Milestone 5) • Completed informational video and release to iDOC and external website. • Complete Review of Vendor Requirement document responses. • Moved only 2 of the 4 Vendors on to the next steps as a results of team recommendations and assessment activities. 			
Tasks Scheduled For Next Period	<ul style="list-style-type: none"> • Complete Project Status Report for update to iDOC AND EXTERNAL WEBSITE. • Complete Kiosk Posting to Incarcerated individuals of project status and Vendors proceeding to the next steps of selection. • Define travel timeline and locations to conduct operating site visits. • Begin Vendor operated sites visit to assessments their current operations. • Begin logistics planning and communication for Vendors to conduct site visits at WA DOC facilities. 			
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. • External and Internal Stakeholders demonstrated extreme commitment to product quality assessment and selection recommendations during product demonstrations. 			
Next Steps	#	What	Who	Target Completion
	1	Update internal communications and external website with information available for distribution.	Communications Jeff Ford	December 13, 2019
	2	Complete Site visits to vendor operating sites.	Site Visit Team / Identified SME	December 20, 2019
	3	Identify DOC sites for Vendor visits	Site visit Team Members	December 20, 2019
	4	Begin planning for Vendors conducting visits to WA DOC sites for evaluation of vendor needs.	Chris Idso / Project Team/ identified Implementation	December 20, 2019
	5	Complete Vendor site visits of WA DOC sites.	Identified Vendors/ Chris Idso/Identified Implementation Team members	January 10, 2020

	#	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 Completed
	5	Vendors conduct product demonstrations; Stakeholders complete feedback / evaluation of product demonstrations.	November 1, 2019 Completed
	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. 		