BDS IT Advancement Project (ITAP)

Presented by: Ross Caron, ITAP Project Manager, and Richard Appleyard, BDS Technology Manager

Presented at: Oct meeting

Presented: 11/19/2012

ITAP
Presentation Agenda

- Current Status
- Next Milestones
- Project Budget Planned vs. Actual
- Project Schedule Planned vs. Actual
- Issues, Dependencies and Impacts
- Questions

ITAP
Current Status - RFP Level 4

- RFP Evaluation complete - Recommended Top Vendor
  - Vendors notified, No protest filed

- Recommendation being reviewed by Project Sponsor, Commissioner in charge
  - Financial analysis of top vendor proposal
  - Update ITAP business case with RFP evaluation outcome
  - OK to proceed with Report to Council

- CPO Report to Council – Proceed with Contract negotiation with Top Vendor

ITAP
Current Status- Project Readiness

- QA Task Order for Implementation Stage
  - Case Associates task and purchase order implemented
- On going Business Process Review and Improvement
  - Top Issues identified and resolution ongoing
  - Continuing to work on details of business rules for processes
- BTS Flex Services PM/Project Coordinator engaged
  - Task Order initiated mid-September
  - PM/Project Coordinator consultant working on documents
- Contract Negotiation Preparation started
  - Project documentation drafted
  - SOW being drafted

ITAP
Next Milestones

- RFP/Acquisition
  - RFP Apparent Successful Vendor
    - Project Sponsor and Commissioner OK report to Council – late November
    - Chief Procurement Officer report to Council – early January
  - Contract Negotiations w/ Apparent Successful Vendor
    - Contract negotiation – December 2012 through March 2013

ITAP
Next Milestones

- Project Readiness
  - Engage new QA vendor – complete
  - Initial draft project documentation – complete
  - Complete Contract Negotiation Preparation – end of November beginning of December 2012

ITAP
Budget - Forecast vs. Actual Report

Item	Forecast thru Sept 30, 2012	Preliminary thru August 31, 2012	Balance	Notes
Labor	$914,995	$692,229	$222,766	
Equipment	$130,000	$109,013	$20,987	
Licensing	$0	$0	$0	
Services	$108,333	$24,010	$84,323	
Other	$21,387	$23,410	($2,023)	
Contingency	$171,129	$0	$171,129	
Total	$1,345,844	$848,662	$497,182	

12/26/2012

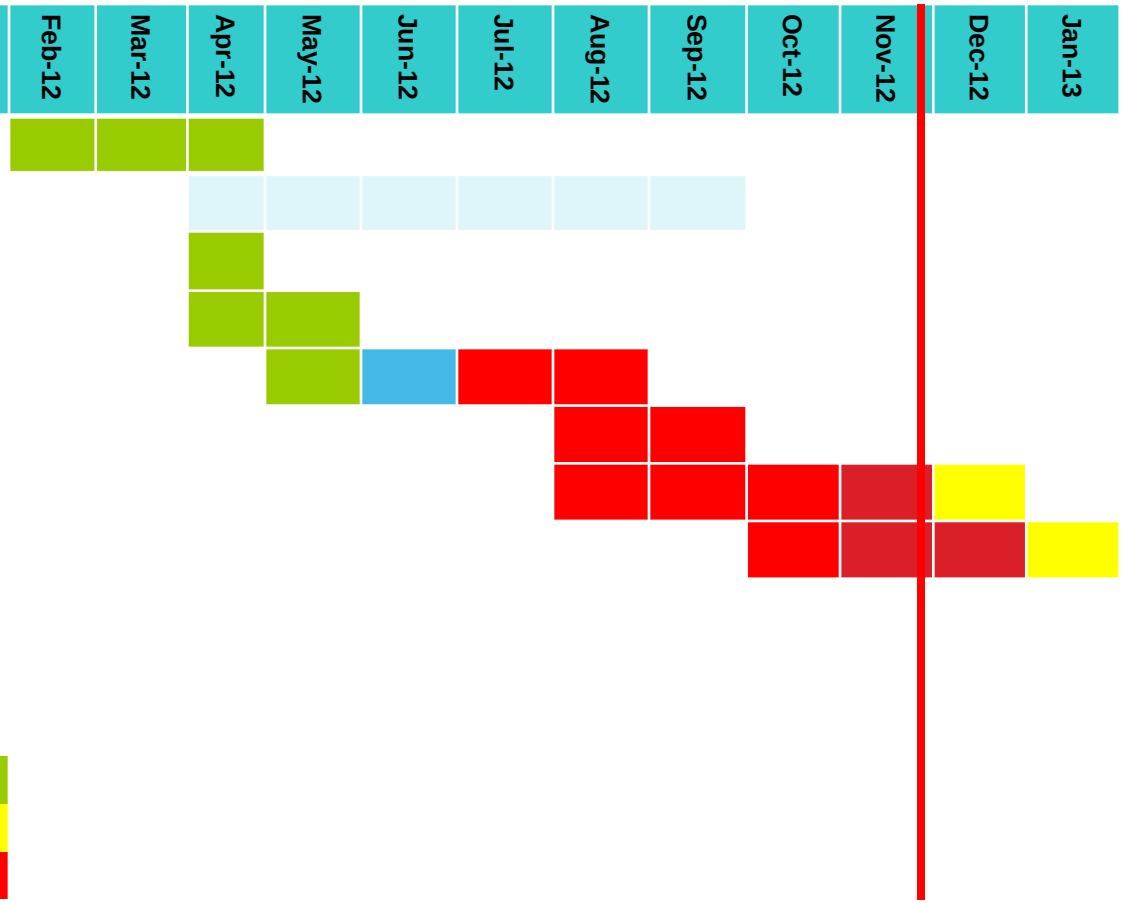
ITAP
Milestone Based Budget Performance

Project Milestones Project Start 8/1/2011 Finish 5/29/2015	Milestone Dates	Budget at Completion BC	Actual Cost AC (as of 8/31/2012)	Actual Schedule Complete ASC	BPI = (AC/BC)/ ASC
Milestone 1 – Vendor contract signing/Project start date	8/1/11 – 9/30/12	$1,345,844	$848,662	93%	0.67
Milestone 2 – Project Initiation	10/1/12 – 2/28/13	TBD	$0	0%	0
Milestone 3 – Analysis & Specification	3/1/13 – 10/31/12	TBD	$0	0%	0
Milestone 4 – Initial Configuration & Testing	11/1/13 – 5/31/14	TBD	$0	0%	0
Milestone 5 – System Implementation & Testing	6/1/13 – 9/30/13	TBD	$0	0%	0
Milestone 6 – Beta Testing	10/1/14 – 11/28/14	TBD	$0	0%	0
Milestone 7 – Deployment / Go Live	12/1/14 – 2/27/15	TBD	$0	0%	0

12/26/2012

ITAP
Schedule-RFP Acquisition

Milestone \ Task	Dates
RFP Published	Feb 7 - April 4, 2012
RFP Evaluation	April 4 - July 6, 2012
RFP Evaluation-Level 1	April 4 -10, 2012
RFP Evaluation-Level 2	April 11 - May 9, 2012
RFP Evaluation-Level 3	May 10 - July 3, 2012
RFP Evaluation-Level 4	July 4 - 17, 2012
ITAP Pre-Planning Phase	July 6 - Oct 12, 2012
Phase I-Initiation, Planning	Oct 15, 12 - Feb 28, 13
Target Go Live Date	**Nov 28, 2014**
Target Completion Date	**May 29, 2015**



Legend:

- Milestone tracking on schedule
- Moderate risk of schedule variance
- Known schedule variance

12/26/2012

ITAP
Issues, Dependencies and Impacts

- RFP Evaluation involves selection of the Apparent Successful Vendor. Delays possible due to,
  - Review of ITAP RFP status by Commissioner and Mayor-elect
  - Scheduling Chief Procurement Officer report to Council

- ITAP Pre-planning phase involves negotiating contract with the awarded vendor. Delays possible due to,
  - Extended contract and scope of work (SOW) negotiations
  - Potential of contract negotiation break down, having to proceed to alternate solution

Questions