

**COMPUTING AND NETWORKING INFRASTRUCTURE RFP 10700053-03
REVISED STATEMENT OF WORK FOR PHASE 5 EVALUATION PROCESS
Released on January 7, 2004.**

I. STATE-GENERATED DOCUMENTS:

Agency will deliver the following State-generated documents (“SGD”) to Contractor prior to the commencement of the Contractor Tasks to which the SGDs relate. The affected Tasks are reflected in a parenthetical at the end of each listed SGD. At Agency’s sole discretion, SGDs will be delivered to Contractor via written hard copy or electronic means.

- SGD 1: All documents listed under Task 1A
- SGD 2: Final List of Participating Agencies (Task 1B)
- SGD 3: Oregon State Characteristics Report (Task 6)
- SGD 4: Update Report on IT Architecture Initiatives (Task 6)

The State provides these SGDs for Project background information, only. The information reflected in the SGDs may facilitate a Proposer’s high level understanding of the overall Project; however, the State does not warrant the accuracy or usefulness of such information for the purposes of Project Work.

II. CONTRACTOR’S TASKS AND DELIVERABLES:

Contractor shall perform the following Tasks and shall submit their related Deliverables in each of the Phases identified below. The Agency reserves the right to determine, in the exercise of Agency's sole discretion, Contractor's performance of optional Tasks and its submission of their related Deliverables.

PHASE I: PLANNING

PHASE I-1: PLANNING AND RESEARCH

Task 1: Familiarization with Project documentation and creation of a Project Work Plan, Schedule, Reports and Closeout Documents.

Task 1A: Familiarization with Project documentation.

Immediately upon Contract execution, the Contractor shall begin the process of familiarization with Project documentation and planning for the performance of Project Work. At a minimum, the Contractor shall review and understand the following:

- Enterprise Information Resources Management Strategy V1.0 (August 2002): http://irmd.das.state.or.us/prog_proj/itec/eirms/index.htm
- ORS 184.305: <http://www.leg.state.or.us/ors/184.html>
- ORS 184.470 – 184.477: <http://www.leg.state.or.us/ors/184.html>
- ORS 283.140: <http://www.leg.state.or.us/ors/283.html>

- ORS 283.500 – 283.524: <http://www.leg.state.or.us/ors/283.html>
- ORS 291.038: <http://www.leg.state.or.us/ors/291.html>
- Goals and Objectives for IT Operations in Oregon State Government
- Physical Network Architecture and Standards (Complete)
- Asset Management Architecture and Standards (In Process)
- IT Security Architecture and Standards (Complete)

Task 1B: Project Schedule, Project Work Plan and Checklists

Within _____ calendar days of Contract execution prepare and submit to Project Monitor an initial Project Schedule, in GANTT Chart formats, and a written Project Work Plan in narrative form.

Within _____ calendar days of Contract execution submit to Project Monitor any instructions/checklists regarding Contractor’s preparations for on-site Work.

Deliverable 1B-1: Project Schedule

The Project Schedule shall at a minimum:

- Identify the steps and associated timelines necessary to complete each Task and Deliverable within the Contractor’s Statement of Work and Contract;
- Contain milestones to be met;
- Identify Contractor resources to be assigned (e.g., number of personnel, skill sets, etc.);
- Identify State staff resource assignment needs (e.g., number of Agency and Participating Agency personnel, skill sets, etc.).

Deliverable 1B-2: Project Work Plan

The Project Work Plan shall include at a minimum, the following:

- Plan for change control management;
- Plan for issues tracking/management;
- Status report format;
- Format for all Deliverables;
- Process and procedures for Acceptance of all Deliverables;
- Communications Plan;
- Risk Management Plan; and
- Process and procedures for closing out the Project.

Contractor shall prepare Project Status Reports and maintain and update the Project Work Plan and Project Schedule on at least a biweekly basis to accurately reflect progress made, and shall update them more frequently as requested by the Project Monitor. Project Status Reports shall include without limitation:

- Accomplishments and Deliverables produced during the reporting period;
- Activities scheduled for the next reporting period;
- Project Risks, risk indicators, risk triggers, and mitigation strategies;
- Issues and resolution recommendations; and
- Progress against, or changes in, schedule, budget, and requirements compliance shortfalls.

Deliverable 1B-3: Instructions/checklists to prepare for on-site Work, e.g., work space requirements, training room requirements, etc.

Task 2: Prepare for Inventory. Define the Inventory process and tools to be used, and define the required information to be collected as part of the Inventory process.

Task 2A: Define and document the information needed to compile a comprehensive and accurate Inventory (e.g., information about hardware/software assets, networks, system management applications, staff/staff skills, cost information, operational metrics, etc.). Determine and recommend the Inventory methodology and/or tools to be used in compiling and maintaining the Inventory for all Participating Agencies (e.g., Inventory process, form, survey questionnaire, vendor product, etc.). Define skill sets & resources needed to perform the Participating Agency Inventories (e.g., Inventory facilitator, Agency Inventory person, Agency person(s) responsible for validating the Inventory, Inventory analyzer, etc.).

Deliverable 2A: Inventory Process Document

PHASE I-2: INVENTORY

Participating Agencies

Twelve Participating Agencies	Location	M/F	AS-400	Wang	Unisys	Unix	Win-2K	NT	Mix unknown Win-2K / NT Win2003	Linux	Netware & Misc.	Total
Department of Human Services	Salem	1	3	0	1	33	26	4	16	0	40	123
Department of Administrative Services	Salem	1	1	0	0	74	65	9	91	16	3	260
Department of Transportation	Salem	1	0	0	0	7	94	70	6	3	31	212
Department of Corrections	Salem	0	1	0	0	3	41	0	0	0	0	45
Department of Revenue	Salem	0	1	0	0	3	16	0	0	1	20	41
Oregon State Police	Salem	0	0	0	0	3	35	11	0	1	44	94
Dept. of Consumer and Business Services.	Salem	0	0	3	0	11	21	0	0	6	44	85
Department of Employment	DHS Salem	0	0	0	0	5	0	0	0	23	60	88
Department of Education	Salem	0	0	0	0	0	36	0	0	0	0	36
Department of Veteran's Affairs	Salem	0	1	0	0	0	0	0	6	0	0	7
Housing and Community Services	Salem	0	0	0	0	17	0	7	0	0	0	24
Department of Forestry	Salem	0	0	0	0	0	20	15	10	0	0	45
Totals		3	7	3	1	156	354	116	129	50	242	1060

Task 3 State Project Staff-assisted Inventory: Create an Inventory training curriculum and plan for and deliver training to State Project Staff. The Contractor shall deliver any training needed for State staff to successfully assist Contractor in conducting the Inventories (e.g., training on the use of a Web-based inventory collection tool; training on inventory/analysis methodologies, etc.).

Deliverable 3: State Project Staff Inventory Training.

Task 4: Conduct an Inventory of Oregon's Participating Agencies' Computing and Networking Infrastructure operations. Conduct and validate the Inventory, and collate all Inventory information for use in the Phase I-3 Computing and Networking Infrastructure Consolidation Alternatives analysis.

The required Inventory shall be conducted as follows:

Mainframes, mid-range, servers (both logical and physical, including Web), peripherals (including without limitation, DASD, tape silos, high speed printers, UPS/generators and attached storage), the primary applications associated with each of the foregoing (summary-level information), telecommunications and network devices in the data center (including without limitation: hubs, routers, switches, gateways, and bridges), data circuits in the data center, and facilities including the associated staff, cost information and operational metrics.

The Inventory is for the Participating Agencies' data centers and not their remote offices. Remote print and file servers are out of scope.

Task 4A: Create an Inventory validation process, and conduct and validate Participating Agencies' Inventories. Contractor shall first create an Inventory validation process through which Participating Agency staff will have an opportunity to review and accept as complete and accurate the results of their respective Participating Agencies' Inventories. Contractor shall then conduct the required Participating Agencies' Inventories and their validation in accordance with the State Project Staff-assisted Inventory option and the Accepted Inventory validation process.

Deliverable 4A-1: Inventory Validation Process.

Deliverable 4A-2: Conduct and validate Participating Agencies' Inventories.

Task 4B: Collate/enter all Participating Agencies' Inventory and validation data into the Agency-approved database, spreadsheet, matrix or tool, and deliver to Agency a detailed Inventory report in electronic form.

Deliverable 4B: Detailed Inventory Report.

TASK 4 NOTE: Enterprise-wide auto discovery capabilities and/or an enterprise asset repository do not exist at this time. Prospective Proposers are expected to identify and

describe the tools and techniques their firms plan to utilize in completing the Inventory. If the State's purchase of recommended Inventory tool(s) (i.e., licenses) is required in order for a Proposer to complete the Inventory-related tasks, then the Proposer should define/describe what is required and build in the cost of the Inventory tool licenses into the required not-to-exceed pricing portion of its Cost Proposal.

PHASE I-3: ANALYSIS OF CNCA

Task 5: Document and Review Oregon's "Current IT Model." Based on the required Inventory information collected and validated in Task 4, and additional questionnaire responses collected as part of Task 4 Work, Contractor shall review, and create a document that describes Oregon's IT architecture, governance, organization and environment (i.e., the current Computing and Networking Infrastructure environment, including without limitation technical, staffing, and cost data), collectively called the "Current IT Model."

Task 5A: Information Technology Architecture.

Create an Information Technology Architecture Section for the Current IT Model Document that summarizes at a minimum: 1) the information processing environment, including processor platforms, on-line storage requirements, terminals/workstations, and other peripheral devices; 2) the networking environment, including communications and network devices and transport requirements; 3) hardware and software resource allocation by service types, e.g., email services, and user group; 4) operating system software; 5) systems management tools; and 6) the physical environment of Participating Agencies' facilities including square footage, communications/network connectivity, power distribution, UPS and backup power, and HVAC requirements.

Task 5B: Information Technology Governance, Organization and Environment.

Create Information Technology Governance, Organization and Environment Sections for the Current IT Model Document that "address" the Sub-Tasks 5B-1 through 5B-8, below. (**NOTE:** For the purposes of Task 5B and each of its Sub-Tasks, the words "address" or "addresses" mean (i) documenting the existence of Participating Agencies' formal models, policies, plans, projects, agreements, requirements, etc., as appropriate to the Sub-Task; (ii) summarizing them and (iii) identifying their location.)

Sub-Task 5B-1: An IT Governance Section that addresses the current Enterprise and Participating Agencies' IT governance model(s).

Sub-Task 5B-2: A Performance Goals and Objectives Section that addresses the performance goals and objectives of the Participating Agencies' Computing and Networking Infrastructure operations.

Sub-Task 5B-3: A Service Level Requirements Section that addresses the Participating Agencies' service level requirements and their current formal service level agreements.

Sub-Task 5B-4: A Policies Section that addresses the current policies of Participating Agencies' relating to: 1) customer support and problem resolution; 2) capacity management, including capacity planning, service level management, and performance management; 3) configuration and change management; 4) IT security management; 5) production scheduling and production problem resolution; 6) tape management; 7) direct access storage device (DASD) management; and for the network: 8) Service Order management; 9) Repair Administration; 10) Network Administration; 11) Warranty Administration; 12) Alarm Monitoring; and 13) Inventory Management.

Sub-Task 5B-5: A Disaster Recovery and Business Continuity Section that addresses the Participating Agencies' current disaster recovery and business continuity plans.

Sub-Task 5B-6: A System Utilization, Funding and Billing Section that addresses the Participating Agencies' funding sources that support their IT operations, and the Participating Agencies' current processes for (1) tracking system usage, (2) monitoring operational costs, (3) establishing service rates, and (4) billing users.

Sub-Task 5B-7: An Infrastructure Improvement/Optimization Section that addresses the Participating Agencies' recent, current or planned projects to improve/optimize their Computing and Networking Infrastructure operations.

Sub-Task 5B-8: A Skills Inventory Section that addresses the Participating Agencies' current IT personnel skills inventory.

Deliverable 5: Current IT Model Document.

PHASE I-4: CNCA IMPLEMENTATION STRATEGY AND BUSINESS CASE

Task 6: Perform Computing and Networking Infrastructure Consolidation Alternatives analysis and Formulate Recommendation incorporating the salient business and technical perspectives. The Consolidation Alternatives to be considered are: a single network AND the following data center Consolidation alternatives: two (2) data centers; and a single (1) data center.

Task 6A: Analyze the research, Inventory and Current IT Model Document information to define the high-level implementation considerations for each Computing and Networking Infrastructure Consolidation Alternatives ("CNCA") (i.e., single network and one (1) or two (2) data centers) to be analyzed and evaluated.

Evaluate the CNCA against the barriers and implementation considerations previously identified in the State-generated "Oregon State Characteristics Report" to help finalize the selection of the best alternative, and complete the CNCA process. These barriers and implementation considerations include without limitation the policy, funding, and legislative opportunities, barriers and constraints relating to IT operations in State Government.

Deliverable 6A: CNCA Barriers and Implementation Considerations Report.

This report must include, but not be limited to:

- Implications related to technology platforms, implementation, systems management, security, disaster recovery, and wide-area network design;
- Implications related to training, staffing and budgets;
- Recommended design, development and implementation approach; and
- Barriers posed by Oregon Revised Statutes, Oregon Administrative Rules, IT governance structures and funding sources

Task 6B: Review the State-generated document, “Update Report on IT Architecture Initiatives,” to determine how other Oregon IT architecture projects or initiatives, either planned or underway, might impact the decision, the CNCA recommended for Agency’s selection, and/or the specific CNCA implementation option(s).

Deliverable 6B: Other IT Infrastructure Decision Impacts Review.

Task 6C: Develop an Implementation Strategy and Business Case for each CNCA. The implementation strategy for each CNCA shall describe, without limitation: 1) a high-level Computing and Networking Infrastructure Consolidation architecture that reflects the best approach to Consolidation; 2) the receiving and closing Computing and Networking operation centers and workload realignment as well as the communications and networking architecture; 3) relevant information from Task 6 above; 4) the high-level implementation approach that identifies major Consolidation tasks and presents a schedule, milestones, and resources required to successfully complete the Consolidation*; and 5) a business case that identifies the “Current IT Model” operating costs, and forecasts costs offset by the forecasted savings associated with the Consolidation process (i.e., the net cost of Consolidation and ROI over a 24 to 36 month period of time).

*Note that major Consolidation tasks include, without limitation, the development of the Computing and Networking Infrastructure Consolidation Implementation Plan, and supporting documents and plans, and implementation activities such as: preparing receiving sites; transitioning workload from closing to receiving sites; performing necessary environmental upgrades or modifications at receiving sites; and conducting acquisition activities.

The implementation strategy document shall include a section that compares the advantages and disadvantages of each CNCA.

The implementation strategy for each CNCA shall also identify any Computing and Networking Infrastructure operations that, for non-economic, mission-related reasons, cannot or should not be included in the Consolidation plan.

At the completion of this Work, Contractor shall select one CNCA Implementation Strategy and Business Case as its recommended approach.

Deliverable 6C-1: CNCA Implementation Strategy Documents.

Deliverable 6C-2: CNCA Implementation Strategy Recommendation.

Task 6D: Prepare and present CNCA Implementation Strategy Documents and Recommendation to the Computing and Networking Infrastructure Consolidation Project Steering Committee, the Chief Information Officer Council (CIOC) and the Information Resource Management Council (IRMC).

Deliverable 6D-1: Project Steering Committee Presentation for CNCA Implementation Strategy Documents and Recommendation.

Deliverable 6D-2: CIOC Presentation for CNCA Implementation Strategy Documents and Recommendation.

Deliverable 6D-3: IRMC Presentation for CNCA Implementation Strategy Documents and Recommendation.

PHASE I-5: DETAILED IMPLEMENTATION PLAN AND VALIDATED BUSINESS CASE FOR THE STATE-SELECTED CNCA

Optional Task 7: Develop an implementation plan for the State-selected CNCA (i.e., Future IT Model). The implementation plan must be developed based on a 24 to 36 month payback and will provide the basis for the Optional Phase II Contract amendment for implementation of the State-selected CNCA. The implementation plan shall include without limitation the following elements:

Future IT Model. For the selected CNCA (i.e. Future IT model) the Contractor shall describe, without limitation: 1) the proposed information processing environment, including processor platforms, on-line storage requirements, terminals/workstations, and other peripheral devices; 2) the proposed networking environment, including communications and network devices and transport requirements 3) proposed hardware and software resource allocation by service types, e.g., email services, and user group; 4) proposed operating system software; 5) proposed systems management tools and processes to enable consolidation; and 6) the proposed physical layout of facilities including square footage, communications/network connectivity, power distribution, UPS and backup power, and HVAC requirements.

Transition Plan. For the selected CNCA the Contractor shall provide a detailed transition plan for each receiving or closing site(s). The Transition Plan shall outline, without limitation, the required activities and document the process for: (1) conducting the final closing site baseline assessment of workload mix and corresponding performance levels that must be met by the receiving site(s) prior to acceptance; (2) reconfiguration of the receiving site(s) to accommodate additional data processing, communications and networking workload requirements; (3) systems integration and testing to ensure that the configuration meets the design specifications; (4) moving the data processing, communications and networking workloads from closing sites to the receiving site(s); (5) receiving site

coordination with closing site customers during the acceptance to ensure, in accordance with mutually agreed upon criteria, that they are receiving service at least equal to that provided in the closing system environment; (6) close-out activities that will be undertaken after the closing site(s) is successfully transitioned and accepted at the receiving site(s); and (7) moving the receiving site(s) data processing, communications, and networking workloads to an optimal processing configuration. The transition plan includes a schedule showing start and end dates for transition tasks and milestones.

The Contractor shall also recommend an incremental disaster recovery strategy for the single data center alternative, only, that describes how the Computing and Networking Infrastructure will be recovered in the event of a disaster.

Information Resources Management Funding Plan. For the selected CNCA the Contractor shall provide a proposed consolidation spending plan to include, without limitation, all projected consolidation project costs including (1) capital investments, (2) travel and relocation, (3) equipment transportation, (4) software licenses, (5) human resources implementation costs, (6) communications costs, (7) facility improvements, (8) systems management tools, and (9) incremental disaster recovery costs for the single data center alternative, only.

Acquisition Plan. For the selected CNCA the Contractor shall provide an acquisition plan to support computing and networking operation center consolidation and modernization efforts that require upgraded or new hardware, software, and communications equipment; facility improvements; and physical, personnel, and information systems security improvements.

Optimization Plan. For the selected CNCA the Contractor shall document optimization opportunities that encompass the design and implementation activities for building an optimal statewide computing and networking processing configuration in all consolidated centers. An optimization plan should identify, without limitation, opportunities to optimize: computing and networking center operations through standardization of operating systems, protocols, database management systems, programming languages, and off-the-shelf software; modernization, including technology insertions and communications, networking and hardware upgrades; automation; and reengineering.

Optional Deliverable 7: Implementation plan for the state-selected CNCA (i.e., Future IT Model).

Optional Task 7A: Validate the business case for the state selected CNCA as presented in Deliverable 6I-1 above. The vendor must further itemize the business case by identifying the costs/benefits/ROI by platform and by participating agency. The vendor must then finalize the business case for the state-selected CNCA and confirm that implementation of the state-selected CNCA will provide the state a positive return on investment over a 24 to 36 month period of time.

Optional Deliverable 7A: Validated, Itemized, Final, and confirmed Business Case for the State-selected CNCA.

Optional Task 7B: Develop a proposed, detailed Statement of Work for Optional Phase II of the Project that includes, without limitation, the Task Descriptions, Schedule of Deliverables, the payment schedule, and any other items as mutually agreed by the parties.

Optional Deliverable 7B: Optional Phase II Statement of Work.

Optional Task 7C: Present Optional Deliverables 7 and 7A to the Computing and Networking Infrastructure Consolidation Project Steering Committee, the CIOC and the IRMC.

Optional Deliverable 7C-1: Project Steering Committee Presentation of Implementation Plan and Business Case.

Optional Deliverable 7C-2: CIOC Presentation of Implementation Plan and Business Case.

Optional Deliverable 7C-3: IRMC Presentation of Implementation Plan and Business Case.

Optional Task 8: External Presentation(s).

Agency may request the Contractor to assist in the preparation for and delivery of one or more “External Presentations” (i.e., additional presentations beyond the required Project Steering Committee, CIOC and IRMC Presentations for CNCA Implementation Strategy Documents and Recommendation in Task 6J and the Optional CIOC and IRMC Presentations for Implementation Strategy Approval in Optional Task 7B). External Presentations may be required for diverse reasons, including without limitation: 1) Securing a final decision for selection of a Future IT Model and implementation strategy, 2) Reporting on Project status, 3) Disclosing and explaining Project Tasks and Deliverables, and 4) Securing a final decision to proceed to Phase II of the project. External Presentations may be conducted before diverse audiences, including without limitation: 1) Information Resources Management Council (IRMC), 2) Joint Legislative Committee on Information Management and Technology (JLCIMT) and 3) Other Project stakeholders.

In the event Agency desires Contractor’s assistance with an External Presentation, the Project Monitor will submit to Contractor a written request for the desired services. Within five (5) business days from its receipt of the request, Contractor will provide the Project Monitor with a written proposal detailing the resources and time frame needed to perform the requested Work. The Project Monitor will approve or reject the submitted proposal in writing within five (5) business days from receipt of the Contractor’s proposal, or within a longer period of time as the Project Monitor deems necessary and appropriate. The Project Monitor will reflect approval of Contractor’s proposal(s) in a Work Order.

Upon its receipt of an approved Work Order for an External Presentation, Contractor shall develop presentation information and materials, and present them to the Project Monitor for Acceptance. After Acceptance, the Contractor shall accompany State Project Staff to the subject event(s), and participate in delivery of the presentation(s) according to the terms and conditions

of the approved Work Order. Specific External Presentation appearance schedules will be subject to the availability of the stakeholders involved in the planned presentation(s).

The Contractor's participation in this Task 8 shall include up to eight (8) External Presentations, but Contractor's hours of participation in Task 8 events shall not exceed 160 hours, unless otherwise extended by Contract amendment.

Contractor's participation in an External Presentation shall be compensated on an hourly basis according to Contractor's Hourly Rates in Exhibit I.

Optional Deliverable 8: External Presentation(s).

Task 9: Phase I Project Close Out: Project Deliverable Checklists, Project Acceptance and Project Post Mortem Documents.

Task 9A: The Contractor shall create and deliver a checklist that verifies the completion of, and identifies the location of, each Phase I Project Deliverable.

Deliverable 9A: Phase I Project Deliverable(s) Checklist.

Task 9B: The Contractor shall create and deliver an Acceptance document that verifies the satisfaction and Acceptance of all Phase I Project Work, and that identifies any outstanding risk or issues that the State must manage.

Deliverable 9B: Project Acceptance Document.

Task 9C: The Contractor shall create and deliver a Phase I Project Post Mortem document that summarizes at a minimum:

- Major accomplishments;
- Deliverables produced;
- Performance to schedule;
- Performance to budget; and
- Lessons Learned.

Deliverable 9C: Phase I Project Post Mortem Document.

NOTE THAT IN THE EVENT STATE EXERCISES ITS OPTION TO PROCEED WITH CONTRACTOR INTO PHASE II IMPLEMENTATION, STATE RESERVES THE RIGHT TO DEFER TASK 9 AND ITS RELATED DELIVERABLES TO PHASE II, TASK 11.

OPTIONAL PHASE II: IMPLEMENTATION OF THE STATE-SELECTED PLAN FOR COMPUTING AND NETWORKING INFRASTRUCTURE CONSOLIDATION

Optional Task 10: Phase II Implementation of State-selected CNCA based on Phase I, Deliverable 7B pursuant to Contract Amendment at the State's sole discretion.

The State in its sole discretion may choose to proceed with Phase II work or any portion thereof, and may choose Contractor to perform any such work or portion thereof. In the event the State desires to proceed with Phase II work and chooses the Contractor to perform any of such work, the parties will attempt to negotiate mutually agreeable amendment (s) to the Contract for the performance of such work.

1. Prior to Phase II, the parties must negotiate a fee with a hard dollar savings/return on investment target derived from Phase I Optional Deliverable 7A for the implementation of the plan presented in Phase I Optional Deliverable 7.
2. Prior to Phase II the parties must negotiate a detailed Statement of Work (based on Phase I Optional Deliverable 7B) that includes, without limitation, the Task Descriptions, Schedule of Deliverables, the payment schedule, and any other items as mutually agreed by the parties.
3. In the event the State does not negotiate satisfactory contract amendment(s) for Phase II work, the State reserves the right to re-solicit with other potential contractors for all or part of the Phase II work.
4. Progress Payments – The terms of the Contract payments in Phase II will be negotiated with the Contractor and other entities. The Phase II Contractor shall provide savings/return on investment documentation in a form acceptable to the State that identifies savings/return on investment results achieved. This documentation will be reviewed for validation by the State before payments are made during Phase II.

Task 11: Project Close Out: Project Deliverable Checklists, Project Acceptance and Project Post Mortem Documents.

Task 11A: The Contractor shall create and deliver a checklist that verifies the completion of, and identifies the location of, each Project Deliverable.

Deliverable 11A: Project Deliverable(s) Checklist.

Task 11B: The Contractor shall create and deliver an Acceptance document that verifies the satisfaction and Acceptance of all Project Work, and that identifies any outstanding risk or issues that the State must manage.

Deliverable 11B: Project Acceptance Document.

Task 11C: The Contractor shall create and deliver a Project Post Mortem document that summarizes at a minimum:

- Major accomplishments;

- Deliverables produced;
- Performance to schedule;
- Performance to budget; and
- Lessons Learned.

Deliverable 11C: Project Post Mortem Document.