

Time and Attendance Management System (TAMS) Project Milestones

MILESTONE/ ACTIVITY	PERCENT COMPLETE	PARTY RESPONSIBLE	START DATE	TARGET COMPLETION DATE	REVISED COMPLETION DATE	COMPLETION DATE
Request For Information / Vendor Demonstrations	100%	Project Team	July 2014	September 2014		September 2014
Requirements On-Site Workshops	100%	Project Team	October 2014	November 2014		November 2014
Requirements Workshop – Remote Session	100%	Project Team	December 2014	December 2014		December 2014
Requirements <ul style="list-style-type: none"> • Requirements Gathering • To – Be mapping / System Context 	85%	Project Team	December 2014	March 1, 2015	April 30, 2015	
As Is Overview: Develop high level as is maps (10)	80%	Project Team	April 2015	April 30, 2015	April 30, 2015	
Workgroup develops Summary Overview, Introduction and Background, Scope of Work, Material/Technical Requirements, Price Worksheet, Evaluation Criteria	20%	Project Team	March 2015		May 31, 2015	
Request for Proposal Finalized <ul style="list-style-type: none"> • Draft proposal completed 		Project Team	March 2015	March 13, 2015	May 31, 2015	
RFP Kickoff meeting with DOJ				TBD		
Steering Committee review and approval				April 10, 2015	June 30, 2015	
Obtain Legal Sufficiency <ul style="list-style-type: none"> • Submit to Department of Justice (DOJ) • Update RFP as required • Receive legal sufficiency 		Procurement		May 8, 2015	August 3, 2015	
Milestone 1: Go / No go Decision to post RFP		Steering Committee		May 8, 2015	August 3, 2015	
Solicitation release to ORPIN		Procurement		June 19, 2015	August 5, 2015	
Release solicitation <ul style="list-style-type: none"> • Pre-proposal or bid conference 		Procurement		June 19, 2015	August 12, 2015	
RFP <ul style="list-style-type: none"> • Questions • Clarification • Protest period ends 		Procurement		June 19, 2015	August 19, 2015	
Procurement Services responds to Questions/Clarification/Protests with Workgroup/DOJ input		Project Team Procurement DOJ		June 19, 2015	August 24, 2015	
Solicitation Closes		Procurement		June 19, 2015	September 8, 2015	
Procurement Services determines responsiveness of proposals (pass/fail)		Procurement		July 27, 2015	September 9, 2015	
Procurement Services facilitates evaluation kick-off meeting		Procurement Evaluation Team		July 27, 2015	September 10, 2015	
Evaluations - 2 nd Meeting		Procurement Evaluation Team		July 27, 2015	September 24, 2015	
Procurement Services issues Competitive range		Procurement		July 27, 2015	September 25, 2015	
Demonstrations/Interviews/BAFO		Evaluation Team		July 27, 2015	October 12-14, 2015	
Evaluations of Demonstrations/Interviews/BAFO		Evaluation Team Procurement		July 27, 2015	October 14, 2015	

Time and Attendance Management System (TAMS) Project Milestones

MILESTONE/ ACTIVITY	PERCENT COMPLETE	PARTY RESPONSIBLE	START DATE	TARGET COMPLETION DATE	REVISED COMPLETION DATE	COMPLETION DATE
Milestone 2: Go / No go Decision to send Intent to Award		Steering Committee		July 27, 2015	October 15, 2015	
Procurement Services issues Intent to Award		Procurement		October 21, 2015	October 15, 2015	
Protest period ends of Intent to Award		Procurement		October 21, 2015	October 23, 2015	
Conduct Price Agreement and Work Order Contract Negotiations		TBD		November 13-December 1, 2015	November 13-December 1, 2015	
Obtain Legal Sufficiency <ul style="list-style-type: none"> • Submit to Department of Justice (DOJ) • Update price agreement/work order contract as required • Receive legal sufficiency 		Procurement		December 14, 2015	November 13-December 1, 2015	
Finalize Price Agreement and Work Order Contract <ul style="list-style-type: none"> • Route for signatures • Distribute Price Agreement & Work Order • Send Notice to Proceed • Contractor Start 		Procurement		December 21, 2015	November 13-December 1, 2015	
Milestone 3: Design Specifications Completed <ul style="list-style-type: none"> • Templates • Workflows • Configuration 		Vendor			Approximately 6 months after contract start	
Milestone 4: Update of product(Code/configuration changes)		Vendor			6/10/2016	
Milestone 5: Implementation Plan complete <ul style="list-style-type: none"> • Implementation Strategy • Training Plan • Business Transition Plan • Conversion/Interfaces 		Vendor/Project Team			10/31/2016	
Milestone 6: Software Installation <ul style="list-style-type: none"> • Functional Testing • User Acceptance Testing • Develop training material 		Vendor/Project Team			1/15/2017	
Milestone 7: Conduct Training		Business			1/31/2017	
Milestone 8: Go Live		Project Team			2/1/2017	

Schedule dates are estimated and are subject to change