

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 	100%	Project Team	December 2014	March 1, 2015	April 30, 2015	May 3, 2015
As Is Overview: Develop high level as is maps (10)	100%	Project Team	April 2015	April 30, 2015	April 30, 2015	May 3, 2015
Workgroup develops Summary Overview, Introduction and Background, Scope of Work, Material/Technical Requirements, Price Worksheet, Evaluation Criteria	100%	Project Team	March 2015	May 31, 2015	May 31, 2015	June 5, 2015
Request for Proposal Finalized <ul style="list-style-type: none"> Draft proposal completed 	100%	Project Team	March 2015	March 13, 2015	May 31, 2015	July 8, 2015
Steering Committee review and approval	100%	Steering Committee	June 2015	June 30, 2015	June 30, 2015	July 9, 2015
RFP Kickoff meeting with DOJ	100%	DAS Procurement Project Team	June 2015	June 2015	August 2015	August 27, 2015
Obtain Legal Sufficiency <ul style="list-style-type: none"> Submit to Department of Justice (DOJ) Update RFP as required Receive legal sufficiency 	100%	DAS Procurement	Sept 2015	August 3, 2015	September 21, 2015	September 21, 2015
Milestone 1: Go / No go Decision to post RFP	100%	Steering Committee	Sept 2015	August 3, 2015	September 21, 2015	September 21, 2015
Solicitation release to ORPIN	100%	DAS Procurement	Sept 2015	August 5, 2015	September 25, 2015	September 25, 2015
Release solicitation <ul style="list-style-type: none"> Pre-proposal or bid conference 	100%	DAS Procurement	Oct 2015	August 12, 2015	October 1, 2015	October 1, 2015
RFP <ul style="list-style-type: none"> Questions Clarification Protest period ends 	100%	DAS Procurement	Oct 2015	August 19, 2015	October 7, 2015	October 7, 2015
Procurement Services responds to Questions/Clarification/Protests with Workgroup/DOJ input	100%	Project Team DAS Procurement DOJ	Oct 2015	August 24, 2015	October 12, 2015	October 12, 2015
Solicitation Closes	100%	DAS Procurement	Oct 2015	September 8, 2015	October 28, 2015	October 28, 2015
Procurement Services determines responsiveness of proposals (pass/fail)	100%	DAS Procurement	Oct 2015	September 9, 2015	October 29, 2015	October 29, 2015

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Procurement Services facilitates evaluation kick-off meeting	100%	DAS Procurement Evaluation Team	Oct 2015	September 10, 2015	October 30, 2015	October 30, 2015
Evaluations - 2 nd Meeting	100%	DAS Procurement Evaluation Team		September 24, 2015	November 17, 2015	November 18, 2015
Procurement Services issues Competitive range	100%	DAS Procurement		September 25, 2015	November 18, 2015	November 23, 2015
Demonstrations/Interviews	100%	Evaluation Team		October 12-14, 2015	January 26 – 28, 2016	January 28, 2016
Evaluations of Demonstrations/Interviews	100%	Evaluation Team Procurement		October 14, 2015	January 29, 2016	January 28, 2016
Best and Final Offers (BAFO) due		Vendor/ Proposer		October 12, 2015	February 3, 2016	May eliminate (TBD)
Milestone 2: Go / No go Decision to send Intent to Award		Steering Committee		October 15, 2015	February 17, 2016	February 10, 2016
Procurement Services issues Intent to Award		DAS Procurement		October 15, 2015	February 18, 2016	February 10, 2016
Protest period ends of Intent to Award		DAS Procurement		October 23, 2015	February 25, 2016	February 18, 2016
Conduct Price Agreement and Work Order Contract Negotiations		TBD		November 2015 - December 2015	February 2016 – July 2016	July 29, 2016
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 		DAS Procurement		November 2015 - December 2015	February 2016 – July 2016	July 29, 2016
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 		DAS Procurement		November 2015 - December 2015	August, 2016	
Milestone 3: Design Specifications Completed <ul style="list-style-type: none"> • Templates • Workflows • Configuration 		Vendor			(6 months after contract start)	
Milestone 4: Update of product(Code/configuration changes)		Vendor			March 2017	

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Milestone 5: Implementation Plan complete <ul style="list-style-type: none"> • Implementation Strategy • Training Plan • Business Transition Plan • Conversion/Interfaces 		Vendor/Project Team			May 2017	
Milestone 6: Software Installation <ul style="list-style-type: none"> • Functional Testing • User Acceptance Testing • Develop training material 		Vendor/Project Team			September 2017	
Milestone 7: Conduct Training		Business			September 2017	
Milestone 8: Go Live		Project Team			September 2017	

Schedule dates are estimated and are subject to change