

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 30, 2015	June 30, 2015	July 9, 2015
RFP Kickoff meeting with DOJ	100%	DAS Procurement Project Team		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		August 3, 2015	September 21, 2015	September 21, 2015
Milestone 1: Go / No go Decision to post RFP		Steering Committee		August 3, 2015	September 21, 2015	September 21, 2015
Solicitation release to ORPIN		DAS Procurement		August 5, 2015	September 25, 2015	September 25, 2015
Release solicitation <ul style="list-style-type: none"> • Pre-proposal or bid conference 		DAS Procurement		August 12, 2015	October 1, 2015	
RFP <ul style="list-style-type: none"> • Questions • Clarification • Protest period ends 		DAS Procurement		August 19, 2015	October 7, 2015	
Procurement Services responds to Questions/Clarification/Protests with Workgroup/DOJ input		Project Team DAS Procurement DOJ		August 24, 2015	October 12, 2015	
Solicitation Closes		DAS Procurement		September 8, 2015	October 28, 2015	
Procurement Services determines responsiveness of proposals (pass/fail)		DAS Procurement		September 9, 2015	October 29, 2015	
Procurement Services facilitates evaluation kick-off meeting		DAS Procurement Evaluation Team		September 10, 2015	November 2, 2015	
Evaluations - 2 nd Meeting		DAS Procurement Evaluation Team		September 24, 2015	November 17, 2015	
Procurement Services issues Competitive range		DAS Procurement		September 25, 2015	November 18, 2015	

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Demonstrations/Interviews/BAFO		Evaluation Team		October 12-14, 2015	December 7 – 15, 2015	
Evaluations of Demonstrations/Interviews/BAFO		Evaluation Team Procurement		October 14, 2015	December 16, 2015	
Milestone 2: Go / No go Decision to send Intent to Award		Steering Committee		October 15, 2015	December 17, 2015	
Procurement Services issues Intent to Award		DAS Procurement		October 15, 2015	December 18 2015	
Protest period ends of Intent to Award		DAS Procurement		October 23, 2015	December 29, 2015	
Conduct Price Agreement and Work Order Contract Negotiations		TBD		November 2015 - December 2015	January 2016 – March 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	January 2016 – March 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	January 2016 – March 2016	
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