**Project – eProcurement Software Acquisition:** Contractor shall provide project management consultation for the eProcurement project to help ensure that: 1) the required project documentation is delivered to the Office of the State Chief Information Officer (OSCIO) for Stage Gate Two; 2) the procurement process is completed with a price agreement contract executed.

**Task #1 – Consulting:** Provide coaching, mentoring, and advice and guidance to Project Manager, and to members of the PMAT, the Steering Committee and the Executive Sponsors, as needed.

**Deliverable #1 – Consulting:** Submit a monthly report that shall include a summary of activities during the reporting period and may include items such as tasks completed, issues resolved, recommendations for improvement, meetings attended, future activities, etc.

**Task #2 – Project Management Advisory Team (PMAT):** Attend and provide consultation at the weekly PMAT meetings, as scheduled.

**Deliverable #1 – PMAT Meetings:** Submit a monthly report that shall include a summary of activities during the reporting period and may include items such as tasks completed, issues resolved, recommendations for improvement, meetings attended, future activities, etc.

**Task #3 – Lessons Learned:** Facilitate and participate in lessons learned sessions for each phase of the project.

**Deliverable #1 – Initiation Phase:** Submit a lessons learned report no later than January 30, 2016.

**Deliverable #2 – Requirements Phase:** Submit a lessons learned report no later than 30 days after the completion of requirements phase.

**Deliverable #3 – End of Project:** Attend and provide consultation at the lessons learned meetings, as scheduled.

**Task #4 – Project Documentation:** Provide consultation to the PMAT by reviewing and recommending improvements to the project documentation. Complete project documentation will be available for submission to the OSCIO. Revisions may be required in order to achieve acceptance of project documentation by the OSCIO; therefore, Contractor shall provide recommendations on more than one version of the project documentation.

**Deliverable #1 – Project Documentation:** Submit a monthly report that shall include a summary of activities during the reporting period and may include items such as tasks completed, issues resolved, recommendations for improvement, meetings attended, future activities, etc.

**Task #5 - Procurement Documentation:** Provide consultation to the PMAT by reviewing and recommending improvements to the procurement documentation. Complete business requirements, proposal submission requirements, and evaluation criteria will be available to the Department of Administrative Services (DAS) Procurement Analyst for inclusion in the eProcurement Request for Proposal (RFP). Revisions may be required in order to achieve acceptance of procurement documentation by the DAS Procurement Analyst; therefore, Contractor shall provide recommendations on more than one version of the procurement documentation.

**Deliverable #1 – Procurement Documentation:** Submit a monthly report that shall include a summary of activities during the reporting period and may include items such as tasks completed, issues resolved, recommendations for improvement, meetings attended, future activities, etc.

**Task #6 – Price Agreement Negotiations:** Provide consultation to the PMAT by reviewing and recommending negotiation strategies for the award of the eProcurement Price Agreement.

**Deliverable #1 – Price Agreement Negotiations:** Submit a monthly report that shall include a summary of activities during the reporting period and may include items such as tasks completed, issues resolved, recommendations for improvement, meetings attended, future activities, etc.

**Project –eProcurement Software Implementation Initiation:** Contractor shall provide project management consultation to help ensure that required project documentation is delivered to the OSCIO for Stage Gate Three, and facilitate preliminary planning for implementation work needed to be done by all collaborating agencies.

**Task #7 – Project Documentation:** Provide consultation to the project manager by reviewing and recommending improvements to the project documentation. Completed project documentation will be available for submission to the OSCIO. Revisions may be required in order to achieve acceptance of project documentation by the OSCIO; therefore, Contractor shall provide recommendations on more than one version of the project documentation.

**Deliverable #1 – Project Documentation:** Submit a monthly report that shall include a summary of activities during the reporting period and may include items such as tasks completed, issues resolved, recommendations for improvement, meetings attended, future activities, etc.

**Task #8 – Implementation Planning:** Facilitate preliminary planning for implementation work needed to be done by all collaborating agencies.

**Deliverable #1 – Implementation Planning:** Submit a monthly report that shall include a summary of facilitation activities on implementation planning work completed during the reporting period.

NTE 720 hours starting 1/4/2016 and ending NLT 12/31/2016.