SSR Status Meeting

Meeting Type: Management Team Meeting Date: July 25, 2014

Activities completed since last meeting

Conduct public scoring Finalize RFP process artifacts Identify and schedule demo/interview sessions Conduct demo and interviews Finish evaluating proposals

Activities to be completed

Summarize scoring Reference check procedure Reference checks Pre contract objectives Goal setting meeting with vendor

Completed milestones

N/A

Upcoming milestones

Notification of successful vendor

Awareness items

IV&V RFP/CEP –see page 3 for notes given to SC QA resources Development resources

Scope / Schedule / Cost updates

None

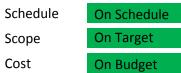
Issues and Risks

SP site holds list - update after vendor identified

Decisions and/or Elevations

None

Current Status



Discussion Items:

Estimated Procurement Schedule

Pre-Contract goals

Define LSD expectations and 'must have' levels of details DOA requirements – RFP, contract, proposal, precedents LSD contracting – Helen and Ginger? Outside counsel? With Propylon How to work together to complete contract, steps, resources, meetings, travel How to work together to complete SOW(s) High level scope High level schedule Phases, scope content, deliverables, payment Discuss team and resources LSD – recommendation on hiring/contracting of resources based on other project

Propylon – what resources are available and when. LSD input options (person vs. timing).

Timeline

EVENT	DATE
RFP Issue Date	May 5, 2014
Pre-Proposal Conference	May 16, 2014
Deadline for Receipt of Written Questions	May 22, 2014
Deadline for Posting Written Responses to the State's Website	May 29, 2014
RFP Response Due Date	June 13, 2014
Notification of Offeror Interviews/Product Demonstrations	June 30, 2014*
Offeror Interviews/Product Demonstrations	July 14 – 18, 2014*
Intended Date for Contract Award	September 3, 2014*

