Procurement Phase - IT Projects
Phase, Task & Ownership Outline

Phase/Task/Ownership

1. **Initiation – Agency Sponsor and Project Manager**
   - 1.1 Determine Leadership/Oversight – Person or Team
   - 1.2 Assess Need for 3rd Party Consulting Assistance – Solicitation Development
   - 1.3 Determine/Document Solicitation Scope (Hardware, Software &/or Services)
   - 1.4 Determine Solicitation Approach (RFI, SAS, RFQ, RFP/Bid)
   - 1.5 Establish or Confirm Budget – Project and Solicitation Development
   - 1.6 Determine Hosting Model (Internal or ASP)
   - 1.7 Determine Major Timelines and Milestones
   - 1.8 Identify Parameters or Restrictions - # of Contracts, Usage, Legislative, etc.
   - 1.9 Select the Procurement Manager/Leader

2. **Organization - Agency Sponsor and Project Manager**
   - 2.1 Assemble Working Level Team
   - 2.2 Assign Roles & Responsibilities
   - 2.3 Identify & Group Stakeholders
   - 2.4 Develop Team Communication Plan/Process
   - 2.5 Kick-off Meeting – Team & Office of Procurement Services (OPS) Buyer

3. **Research and Discovery – Project Manager and Procurement Team**
   - 3.1 Consult 3rd Party Research – Gartner, etc.
   - 3.2 Vendor Educational Sessions – (May Require Finance Approval)
   - 3.4 Web Search for Solicitation Examples
   - 3.5 Consult with Other States

4. **Develop Requirements – Project Manager and Procurement Team**
   Functional Requirements by Program Need/Area

   4.1 Functional and Technical Requirements
   - 4.1.1Software Features & Functionality
   - 4.1.2Infrastructure and Architectural Requirements
   - 4.1.3 Failover Requirements
   - 4.1.4 System Performance and Scalability
   - 4.1.5 Security
   - 4.1.6 Navigation
   - 4.1.7 System Management - Operations Support
   - 4.1.8 Workflow
   - 4.1.8 Query and Reporting

   4.2 Determine Data Conversion Requirements
   - 4.2.1 Cleansing
   - 4.2.2 Synchronization

   4.3 Determine Implementation Strategy

4.4 Determine Interface & Integration Requirements
- 4.4.1 Target Systems
- 4.4.2 Data to be Transmitted
- 4.4.3 Interface Requirements/Frequency
- 4.4.4 Type – Real-time, Batch, etc.
- 4.4.5 Level of Complexity

4.5 Requirement Sign-off – Customer & Leadership

5. Document Development – Project Manager and Procurement Team

5.1 Obtain/Use Latest Finance Template

5.2 Select a Model Solicitation(s) – Successful Implementation

5.3 Distribute Writing Assignments by Section

5.4 Develop Scoring Approach & Associated Forms

5.5 Develop/Assemble Initial Draft

5.5 Conduct Review/Revise Sessions
- Working Level
- Leadership Team
- OPS Buyer
- Division of Administrative Support (DAS) Staff

5.6 Finalize Document

6. Solicitation Phase – OPS Buyer

6.1 Agency's Administrative Area Initiates a Requisition
6.2 Final Solicitation Edits – OPS/Buyer
6.3 Release to Vendor Community – OPS Buyer
6.4 Conduct Vendors Conference – Optional
6.5 Respond to Vendor Questions – 2 Sets

7. Proposal Review – OPS Buyer & Proposal Evaluation Team

7.1 Identify Evaluation Team(s)
- Technical Proposal
- Cost Scoring
- Reference Checks

7.2 Sign Non-Disclosure Forms

7.3 Evaluation Team Kickoff Meeting

8. Proposal Scoring – OPS Buyer & Proposal Evaluation Team

8.1 Distribute Proposals & Review Team Ground Rules
8.2 Individual Read & Score
8.3 Conduct and Document Reference Checks
8.4 Conduct Consensus Scoring Session(s)
8.5 Conduct Cost Scoring Session(s)
8.6 Conduct Oral Presentations
8.7 Final Scoring and Vendor(s) Selection

9. Contract Negotiations – Agency Sponsor, OPS Buyer & Evaluation Team

9.1 Determine Team Leader & Identify Negotiation Team
9.2 Prepare Negotiating Strategy - Team
9.3 Conduct Negotiation Session(s)
9.4 Develop Contract Draft
9.5 Conduct Contract Review/Revise Sessions

9.6 Final Contract – Review/Approve (Legal & Leadership)
9.7 Establish Contract in System – Buyer
9.8 OPS Establishes Trigger in eMARS for Vendor Compliance Feedback
9.9 Update Finance/COT Website – IT Contracts/Vendor List

10. Contract Award & Vendor Notification – OPS Buyer

11. Contract Renewal Process – OPS Buyer, DAS, COT & Agency

11.1 Solicit Feedback from Contract Owner/s – Renew, Renegotiate or Expire
11.2 Analyze Vendor Performance Feedback – eMARS Reports
11.3 Joint Decision – Renew, Renegotiate, Expire or Re-bid
11.4 Vendor Renegotiations – If Required
11.5 eMARS Transaction – Renew or Cancel
11.6 Update Finance/COT Webpage - IT Contracts/Vendor List
11.7 Vendor Notification by the Buyer - Renew, Expire or Re-bid