# APPENDIX D SOW TIMELINE for
# ERP SaaS Procurement Assistance Services

| | | Deliverables | Fiscal Year 2020 | | | | | | | | | | | | Fiscal Year 2021 | | | | | | | | | | | |
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| | | | July | August | September | October | November | December | January | February | March | April | May | June | July | August | September | October | November | December | January | February | March | April | May | June |
| | | **Administrative** | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | Detailed Work Plan and Schedule | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | Weekly Status Reports | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | Final Report | | | | | | | | | | | | | | | | | | | | | | | | |
| | | **Key Requirements and Services** | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | Inventory of Services with Definitions | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | Key Requirements Document | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | User Stories and Use Cases | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | Business Process Improvement Recommendations | | | | | | | | | | | | | | | | | | | | | | | | |
| | | **Competitive Procurement Process** | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | Procurement Strategy | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | Vendor Qualification Criteria. | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | Evaluation Process | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | Sample SOW - Vendor Contract | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | Draft Competitive Procurement Documents | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | Final Competitive Procurement Documents | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | Requirements Traceability Matrix | | | | | | | | | | | | | | | | | | | | | | | | |
| | | **Procurement Evaluation Process** | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | Provide results of vendor qualification process | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | Provide Demo Scripts | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | Provide documentataion from vendor demos | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | Provide recommendation to the Program on whether to host due diligence demos | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | Provide results from the vendor reference checks | | | | | | | | | | | | | | | | | | | | | | | | |
| | | **Contract Development and Negotiations** | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | Provide draft contract document for negotiations | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | Contract Negotiations Support | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | Participate in Contract Negotiations | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | Provide draft SLA for Program/Vendor relationship | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | Provide draft SLA for Program/Agencies relationship | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | Provide final SLA for Program/Vendor relationship | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | Provide final SLA for Program/Agencies relationship | | | | | | | | | | | | | | | | | | | | | | | | |