Contractor Roles and Deliverables Summary

ONE WASHINGTON

	Quality Assurance (bluecrane)	Project Management Services (Integrated Solutions Group)	Organizational Change Management (Deloitte)	Software Evaluation/Selection and System Integrator Procurement Assistance (Plante Moran)	ERP Expert Advisor Services (Information Services Group)	Special Assistant Attorney General (TBD)	Benchmarking (NASACT/ Hackett Group)
Statement of Work Deliverables	1. Readiness assessment required by OCIO 2. Quality assurance plan 3. Monthly assessments 4. Closeout report	1. Support to the project management office, development of plans and processes 2. Maintenance of risk and issue logs 3. Program schedule updates 4. Monthly status report 5. Investment plans, decision packages, technical budgets	1. Measurement of quality metrics 2. Baseline readiness assessment 3. Communications plan 4. Stakeholder engagement plan 5. OCM framework 6. Comprehensive OCM program 7. Continuous improvement model 8. Initial comprehensive OCM plan	1. Work plan 2. Schedule 3. Weekly status report 4. Final summary report SOW 2 deliverables: 1. Scope white paper **Continued on next page**	1. Monthly progress report 2. All other duties as assigned	Will assist with software and system integrator contract development and negotiations.	Benchmark analysis of state enterprise business processes.
Areas of Support	• Project management best practices (PMBOK*)	• Project management best practices (PMBOK) • Request for proposal/contract documents/ investment plans/decision packages • Vendor deliverables management • Technical research and recommendations	• System inventories and interface requirements (support) • Functional agency readiness • Strategic planning and visioning with enterprise leaders • Communications	• Leading SW evaluation and selection tasks/SI procurement tasks • System inventories and interface requirements (lead) • Developing use cases/requirements for SW/SI solicitations • Technical agency readiness	• Expert guidance with ERP implementation • Validation of scope, schedule and budget • Executive advice and consultation	• Leading SW/SI contract negotiations • Providing contract risk advice to agency leadership throughout the negotiation process.	• Understanding how Washington compares among peers for world-class business function processes. • Creating and analyzing survey results

*A recognized industry resource guide for project delivery professionals, published by the Project Management Institute®

Based on negotiated statements of work, as of 1/21/2020.

Statement of Work Deliverables	**Software Evaluation/Selection and System Integrator Procurement Assistance (Plante Moran)**
	
	SOW 2 deliverables, continued:
	
	2. Materials and accompanying actions for software and system integrator selection:
	  a. Application migration table
	  b. Technology infrastructure assessment
	  c. Network security assessment
	  d. ERP architect model
	  e. Technical roadmap
	  f. Requirements matrix
	  g. Demo scripts
	  h. Business process improvement recommendations
	  i. Vendor evaluation and demonstration strategy
	  j. Vendor selection criteria
	  k. Vendor decision making process
	  l. SOW for system integrator selection
	  m. Bidders list for system integrator selection
	  n. Short list meeting materials
	  o. Demonstration materials
	  p. Reference checking templates
	  q. Best and final offer creation
	  r. Proposal analysis report
	
	3. Support contract negotiations with software and system integrator vendor