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|  | **Project Status Report**  **Develop RFP for ERP System**  **As of 11/02/2022** | **Project Manager: Arshad Waheed**  **Project Sponsor:** Jeff Vail  **Business Owner:** Matt Doyle |

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| **Initiative Number: 195** | | **Priority:** High | | | **Project Scheduled Completion Date:** November 17, 2023 (Estimated) | | | | | | **Project Lifecycle:**  Pre-initiation | |
| **Project Description:** Develop RFP for procurement and implementation of an ERP system using services of a qualified and experienced vendor (Consulting company). The Consulting company shall evaluate ERP needs of the Districts and help develop an RFP for selection of an ERP system. The selected consulting company shall aso assist the Districts in the selection process pertaining to the ERP software. After separation from the County of Sacramento, the Districts may not be able to continue the use of COMPASS and shall need its own ERP system for its business. | | | | | | | | | | | | |
| **Scope:** | **GREEN = No Issues** | | | **Schedule:** | | | **GREEN = No Issues** | | | **Resources:** | | **Green = No Issues** |
| **Milestones** | | | **Start Date** | | | **End Date** | **Actual**  **End Date** | **% Complete** | **Actions/Comments** | | | |
| Prepare RFP for procurement of outside consulting services | | | 05/16/2022 | | | 06/15/2022 | 06/14/2022 | 100% | Assigned resources: Arshad Waheed  Task status: Completed | | | |
| RFP issued for procurement of consulting services | | | 06/15/2022 | | | 06/15/2022 | 06/15/2022 | 100% | Assigned resources: Arshad Waheed  Task status: Completed | | | |
| Bidders Conference | | | 06/30/2022 | | | 06/30/2022 | 06/30/2022 | 100% | Assigned resources: Arshad Waheed  Task status: Completed | | | |
| Eight (8) Bids/Proposals received | | | 07/20/2022 | | | 07/20/2022 | 07/20/2022 | 100% | Assigned resources: Arshad Waheed  Task status: Completed | | | |
| Perform and complete Evaluation of  Proposals / Bids to select the most suitable consulting company in terms of qualifications and experience | | | 08/01/2022 | | | 09/30/2022 | 09/27/2022 | 100% | A six (6) member evaluation committee was notified to complete the task of evaluating proposals and deliberate with each other to select the most suitable consulting company.  Evaluation team: Kerri Stewart, Arshad Waheed, Patrick Schroeder, Helen Hu, John Hough and David Ocenosak | | | |
| Complete negotiations with Soft Resources LLC and announce intent to award contract to Soft Resources LLC | | | N/A | | | 10/17/2022 | 10/17/2022 | 100% | Soft Resources LLC was selected and terms and conditions were successfully negotiated between the Parties- Intent to award was published on the Intranet | | | |
| Prepare, Finalize and sign contract with Soft Resources LLC | | | 10/07/2022 | | | 11/15/2022 |  |  | The Agreement draft has been prepared and cleared by risk management and legal counsel. It will be sent to Soft Resources LLC for its review and signatues. | | | |

| **Key Risks** | **Probability** | **Impact** | **Status** |
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| **Key Decisions** | **Decided by** | **Outcome** | **Status** |
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| **Key Issues** | **Impact** | **Priority** | **Status** |